



SISKIYOU COUNTY INVITES YOUR INTEREST



COUNTY ADMINISTRATOR





OPPORTUNITIES CHALLENGES PRIORITIES

Current issues and priorities facing the County that will require leadership from the County Administrator include:

- Continuity of Current Operations
- Construction of New Jail Project
- Economic Development
- Succession Planning
- Provide Leadership to the team of department heads, which encourages leadership and development



IDEAL CANDIDATE

The ideal candidate is an experienced county administrator/ executive, or senior level executive from a comparable public sector organization; some relevant private sector experience may be helpful. This strong leader will possess the following:

- Strong budgetary skills
- A strategist who lays out the facts, analyzes and develops effective strategies and presents alternatives to the Board
- Outstanding communication, consensus building skills, as well as the ability to work collaboratively in partnership with the Board of Supervisors, Department Heads and Community Partners
- Has a track record of accomplishment
- Ability to see the 'big picture' while negotiating solutions to various issues among stakeholders with diverse interest
- Adaptable to the diversity of issues and viewpoints facing the County
- Open-minded, take risks when and if necessary
- Able to manage change
- Influential, decisive and confident; a "closer" who gets things done to implement Board Policy
- Genuinely likes people and interacts easily with others; able to put others at ease; patient; an even tempered leadership style
- Common sense and good judgment when providing leadership
- An articulate spokesperson for the County
- Understanding of rural economic development issues
- Knowledge of Environmental laws/regulations is desirable

Experience and Education

- ◆ A bachelor's degree in public or business administration, political science, or other related fields from an accredited college or university; a master's degree in public administration or similar fields desirable
- ◆ Five to seven years of experience as County Administrative Officer or increasingly responsible executive administrative/ management experience in a public administration position, preferably within the State of California.
- It is preferred that applicants have a solid understanding of California laws and regulations.

WORK LIVE PLAY

Siskiyou County is an agricultural community, rich in natural resources, as well as an easily accessible vacation land dominated by majestic Mt. Shasta. It is the 5th largest county by area in the state with a population of 48,000. Its boundaries encompass parts of five National Forests (Klamath, Shasta, Modoc, Rogue and Six Rivers), six rivers (the Klamath, Shasta, Salmon, Sacramento, McCloud and Scott Rivers), as well as numerous lakes and streams. The County of Siskiyou has exceptional seasonal changes from snowy winters, beautiful brisk fall season, to mild summers. The major employers in the County include agricultural industries, government and medical facilities.

Siskiyou County offers a comfortable lifestyle that combines proximity to spectacular recreational opportunities for skiing, fishing, hiking, water sports, birding, golfing, gold panning, hunting and features a small town, family friendly atmosphere. Stunning properties that offer breathtaking views and quiet, safe communities with clean air and clean water are available. City amenities are available within an hours drive.

Yreka is the County seat and is only 36 miles to Mount Ashland. Other incorporated cities in the County include Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt Shasta, Tulelake, and Weed, home to the College of the Siskiyous.

The educational system includes a variety of grade and middle schools, several high schools and the College of the Siskiyous with two campus sites. In addition, Southern Oregon University is less than an hour away as well as campuses of Oregon Institute of Technology. Medical facilities are excellent most notably with Fairchild Medical Center in Yreka and Mercy Medical Center in Mt. Shasta. For more information about Siskiyou County please visit: www.visitsiskiyou.com www.hikemtshasta.com



COUNTY GOVERNMENT/THE POSITION

Siskiyou County has a general law form of government with a five-member Board of Supervisors elected for four year terms on an alternating basis.

The County's total budget of nearly \$118 million reflects a staff of approximately 590 FTEs.

The Board of Supervisors appoints the County Administrator, County Counsel, and other non-elected Department heads. Appointed Department heads include Agricultural Commissioner, Chief Probation Officer, County Librarian, Director of Child Support Services, Director of Health and Human Service Agency, Director of Community Development Agency, Director of Public Works, and Public Defender. Elected County officials include the Assessor/Recorder, Auditor/Controller, County Clerk, District Attorney, Sheriff, and Treasurer-Tax Collector.

The mission of the County Administrator is to provide leadership and guidance to the County organization in implementing the policies of the Board of Supervisors while maintaining and improving the effective operation and fiscal integrity of the County.

The County Administrator's Office is responsible for several major functional areas including: Budget, General County Administration, Personnel/Labor Relations, Purchasing and Risk Management.

Typical duties of the position include:

1. Assist the Board of Supervisors in the development and implementation of ongoing goals, objectives, policies and priorities for the County.
2. Directs the analysis and evaluation of annual budget requests of all County Departments and prepares budget recommendations to the Board of Supervisors.
3. Directs the continuous review of County expenditures throughout the fiscal year.
4. Conducts studies or assignments as directed by the Board of Supervisors.
5. Negotiates agreements, purchases, acquisitions, leases and concessions, annexation agreements
6. Direct labor negotiations with various unions and unrepresented groups
7. Attends meetings of the Board of Supervisors and makes recommendations on administrative and budgetary matters.
8. Represents the County to the public, media and other governmental agencies



COMPENSATION AND BENEFITS

- ◆ **\$181,000** or negotiable based on qualifications
- ◆ **Retirement** - CALPERS Retirement 2% @ 55 for classic members; 2% @ 62 for new members.
- ◆ **Deferred Compensation (457b)** - County contributes \$3,600 annually
- ◆ **Health & Dental Insurance** - County pays a portion of premium costs for a comprehensive health and dental plan for employee and dependents; optional Flexible Medical and Childcare accounts available through
- ◆ **Leave Time** - Vacation leave; additional time negotiable. 60 hours administrative leave; 12 sick leaves days; and 12 holidays plus three floating holidays annually
- ◆ **Vision Insurance** - County paid plan
- ◆ **Life/Disability Insurance** - County paid life insurance equal to twice annual salary and short and long term disability programs



HOW TO APPLY ~ Closing Date: December 1, 2019 at 5 PM

To be considered for this position, please submit your application, resume and cover letter to:

<https://www.governmentjobs.com/careers/siskiyouca/>

Following the filing date, applications will be screened, candidates with the most relevant qualifications will be given preliminary interviews by an initial County team in Mid December. The County will invite the top, most qualified candidates to participate in a second interview with the Board of Supervisors.

For Questions about this Career Opportunity, please contact Ann Merkle, Personnel Manager
amerkle@co.siskiyou.ca.us

Desk: 530-842-8017

Alternate #: 530-842-8006

For additional information on the County of Siskiyou
browse the County's website: www.co.siskiyou.ca.us