

CAREER OPPORTUNITY

ASSISTANT COUNTY ADMINISTRATOR / HUMAN RESOURCES DIRECTOR



Glenn County, California

Annual Salary: \$164,840- \$200,366

The advertised salary reflects a temporary 5% salary reduction applicable to all unrepresented executive employees through September 2027. The County anticipates restoring salaries effective October 2027, subject to Board approval and fiscal conditions. During this temporary period, employees receive an additional 104 hours of paid personal leave annually.

Submission Deadline: Monday, August 31, 2026

Lead People. Shape Strategy. Prepare for What's Next.

Glenn County is seeking an accomplished Human Resources executive who is ready to take the next step in their career by serving in a unique dual-role as the County's Assistant County Administrative Officer and Human Resources Director.

Reporting directly to the County Administrative Officer, this executive leadership position goes well beyond traditional human resources management. The successful candidate will lead the County's Human Resources Department while partnering with executive leadership on organization-wide strategy, budget development, operational initiatives, labor relations, policy development, and Board of Supervisors priorities. In addition, the position provides executive oversight of the County's General Services Department, including Fleet, Facilities, and Information Technology.

This is an exceptional opportunity for an experienced HR executive who is interested in expanding into executive county administration and developing the broad leadership experience often associated with future County Administrative Officers.

A RARE EXECUTIVE OPPORTUNITY

Not every Human Resources Director has the opportunity to become an Assistant County Administrative Officer.

This position was intentionally designed for an accomplished Human Resources executive who is ready to broaden their leadership experience through executive county administration.

Partner directly with the County Administrative Officer on strategic planning, budgeting, Board initiatives, organizational leadership, and countywide operations while leading Human Resources and providing executive oversight of General Services (Fleet, Facilities, and Information Technology).

If you're ready to broaden your executive leadership experience, help shape the future of a county organization, and prepare for the next chapter of your career, this is the opportunity you've been waiting for.

WHY THIS POSITION IS DIFFERENT

Many Human Resources Director positions focus almost exclusively on personnel administration.

This one doesn't.

You'll have a seat at the executive table, working directly with the County Administrative Officer on issues that affect every department and every employee. You'll gain firsthand experience in county administration, strategic planning, organizational design, public finance, Board governance, executive leadership, and operational management.

For the right candidate, this position offers an exceptional opportunity to broaden executive experience while helping shape the future of Glenn County — with an eye on succession planning.

THE IDEAL CANDIDATE

We're looking for someone who sees Human Resources as more than compliance.

You are a trusted advisor, strategic thinker, and collaborative leader who enjoys solving organizational challenges and building high-performing teams. You understand California public-sector employment law and labor relations, but you're equally comfortable discussing budgets, organizational structure, operational efficiency, and long-range planning.

You build credibility through integrity, sound judgment, and thoughtful decision-making. You thrive in environments where relationships matter, politics require diplomacy, and leadership means bringing people together around common goals.

Most importantly, you're excited by the opportunity to grow beyond traditional HR and become a trusted executive partner in leading a county organization.



WHY GLENN COUNTY

Glenn County is a forward-thinking rural county where executive leaders have the opportunity to make a meaningful impact. Decisions are made collaboratively, innovation is encouraged, and leaders have the ability to see projects through from concept to implementation.

This is an organization committed to continuous improvement, modernizing operations, investing in its workforce, and delivering outstanding public service to the community.

If you're looking for an opportunity to help shape an organization, not simply manage one, this may be the next step in your career.

COMMUNITY PROFILE

Glenn County, incorporated in 1891, is located in the northern Sacramento Valley approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. Covering 1,315 square miles, the County is bordered by Butte, Tehama, Mendocino, and Colusa counties, with Willows serving as the County seat.

Agriculture is the backbone of the local economy, with over 1,100 farms and ranches and more than \$700 million in annual production. Key commodities include rice, almonds, walnuts, prunes, livestock, and dairy products.

The County offers abundant recreational opportunities, including hiking, fishing, hunting, and water activities along the Sacramento River—one of the largest salmon spawning rivers in the world.

Glenn County maintains over 900 miles of roads, supports major transportation routes including Interstate 5 and State Highways 32, 45, and 162, and manages public facilities including buildings, airports, and a solid waste system.

With approximately 475 employees and an annual budget exceeding \$174 million, the County is governed by a five-member Board of Supervisors representing district-based constituents. The incorporated cities of Willows and Orland, along with several unincorporated communities, make up this diverse and connected region.



WHY THIS OPPORTUNITY STANDS OUT

- A true executive leadership role that combines county administration, human resources, and organizational strategy.
- A rare opportunity to broaden your executive experience while working directly alongside an experienced County Administrative Officer.
- The ability to leave a lasting legacy by strengthening leadership, improving systems, and shaping the future of the organization.
- Meaningful visibility with executive leadership and the Board of Supervisors, contributing to decisions that influence the entire County.
- A broad and diverse leadership portfolio that offers the variety, challenge, and professional growth rarely found in traditional Human Resources roles.
- An ideal next step for an accomplished HR executive seeking to expand into executive county administration and prepare for future executive leadership opportunities.

DISTINGUISHING CHARACTERISTICS

The Assistant County Administrative Officer / Human Resources Director serves as a key member of the County's executive leadership team, providing strategic leadership for the County's Human Resources Department while partnering with the County Administrative Officer on organization-wide initiatives, executive administration, budget development, policy implementation, and operational planning. The position also provides executive oversight of the General Services Department, including Fleet, Facilities, and Information Technology, ensuring these critical internal service functions are aligned with County priorities and organizational objectives.

This role is distinguished by its unique blend of executive county administration and human resources leadership, requiring an individual who can seamlessly transition between strategic planning and day-to-day operational oversight. Working within a collaborative executive environment, the Assistant County Administrative Officer / Human Resources Director serves as a trusted advisor to the County Administrative Officer, Board of Supervisors, department heads, and employee organizations while leading complex personnel matters, organizational initiatives, labor relations, and cross-departmental projects that influence every area of County government.

The ideal candidate is an accomplished executive leader with exceptional political acumen, sound judgment, and a demonstrated ability to build strong relationships, lead organizational change, and navigate complex public-sector environments. Success in this role requires balancing strategic human capital leadership with executive operational oversight while helping position the County for long-term organizational excellence, operational effectiveness, and exceptional public service.



Refer to the job description for a full list of duties.



HOW YOU MAKE AN IMPACT

EXPERIENCE & TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience:

Education:

Bachelor's degree from an accredited college or university in public administration, business administration, human resources, social work, or a closely related field.

Experience:

Five (5) years of progressively responsible management experience in public sector administration, human resources, or a closely related field, including significant experience in supervision and organizational leadership.

Substitution:

A Master's degree in public administration, business administration, law, or a closely related field may substitute for one (1) year of required experience.

- Partner directly with the County Administrative Officer to shape organizational strategy
- Lead Human Resources as a trusted executive advisor to County leadership
- Influence decisions that impact every department & every employee
- Strengthen leadership, culture, and organizational accountability
- Modernize Human Resources practices and improve internal service delivery while overseeing General Services, including Fleet, Facilities, and Information Technology
- Help guide County budgets, strategic initiatives, and Board priorities
- Navigate complex labor relations and sensitive organizational challenges
- Build trusted partnerships with elected officials, department heads, and employee organizations
- Translate complex issues into practical, people-focused solutions
- Champion collaboration, innovation, and continuous organizational improvement
- Build the executive experience that positions you for future County Administrative Officer opportunities.



COMPENSATION & BENEFITS

Holidays: 13 annual paid holidays, plus 3 floating holidays per year and 104 hours personal paid time.

Administrative Leave: Prorated, 80 hours per year, taken as time off. Up to 40 hours of unused leave may be cashed out.

Sick Leave: 12 paid days per year.

Employee Assistance Program: Available at no cost—includes coaching, parenting, and child care services, eldercare.

Public Employees' Retirement System (CALPERS): 2% at 62 for new, and 2.5% at 55 for classic employees.

Vacation: Accruals are based on years of public service.

Health, Dental, and Vision Insurance: The County offers benefits for employees, spouses, and eligible dependents.

Life Insurance: \$50,000 policy is provided at no cost to the employee.

Deferred Compensation: Voluntary deferred compensation programs through one of the three vendors that are partnered with the County.

Longevity: Service is based on any combined years of service for State of California or California Local (City or County) Government.

HOW TO APPLY

If you are a strategic, solutions-oriented leader ready to make a lasting impact on a community and organization, we invite you to apply.

Applications may be submitted via [CalOpps](#) or in person at 525 W. Sycamore Street, Willows, CA 95988.

SAVE THE DATE

Submission deadline is Monday, August 31, 2026 at 5:00 PM.

A complete application must include:

- A Glenn County employment application
- Transcripts/ Certificate
- Resume
- Cover Letter

Questions?

Please contact the Human Resources Department
525 W. Sycamore Street,
Willows, CA 95988
(530) 934-6451