

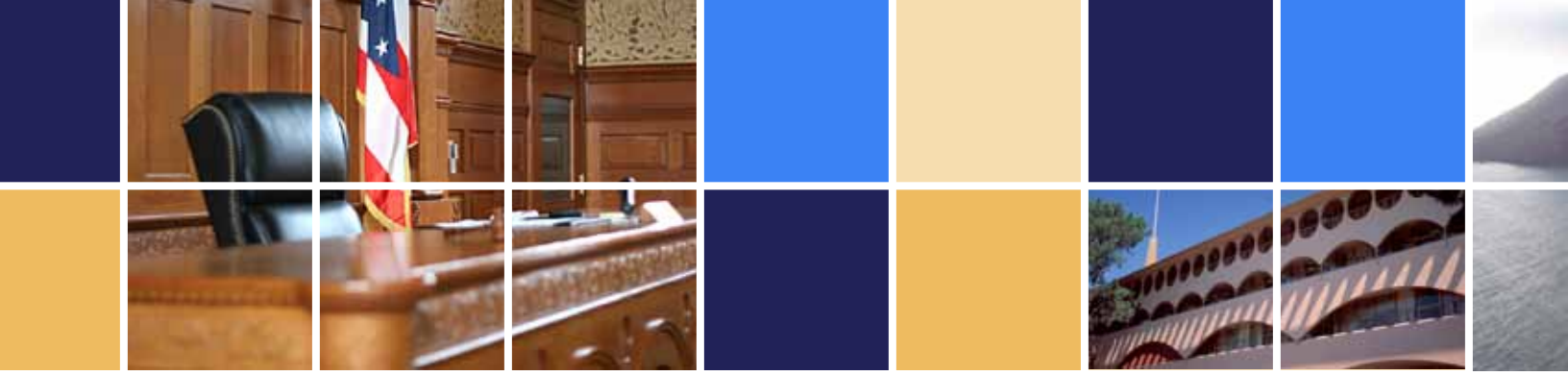


The County of Marin

invites your interest in the position of

Public Defender

The Office of the Marin County Public Defender strives to provide effective and innovative legal services by protecting the constitutional rights of our clients while treating them with respect and encouraging them to lead productive and positive lives.



The Community

Located in the North Bay Area across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 250,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild, year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer. Incorporated communities include Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael (the County seat), Sausalito, and Tiburon.

Marin County is known for its combination of rural and suburban lifestyles. It is a recreation destination for the entire Bay Area – the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes insurance (e.g., Fireman's Fund), finance (e.g., GreenPoint Mortgage), movie and video production (e.g., Lucas Films), agriculture, aquaculture, computer software (e.g., Autodesk), communications equipment, printing, and tourism.

Marin County children excel in school with test scores well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000, and the Marin Community College has two campuses (Kentfield and Novato).

The County

The County of Marin is comprised of 23 agencies and departments with approximately 2,400 employees. The County has an operating budget of \$431 million for FY08/09 and also serves over 100 special districts with accumulated budgets similar in value to the County's. The Board of Supervisors is made up of an elected representative from each of the five voting districts in this general law County. Among several other responsibilities, the Board of Supervisors also serves as the governing board of the County's Open Space District, County Free Library, flood control districts, lighting districts, county service areas, sewer maintenance districts, and the Redevelopment Agency.

The County provides a full array of district attorney, law enforcement, probation, community development, public works, health and human services, library, fire, parks and open space, housing, employment, and administrative services pursuant to local, State, and Federal guidelines

and funding. The historic Marin County Civic Center, designed by Frank Lloyd Wright, is located in the City of San Rafael and serves as the County seat.

Office of the Public Defender

This career opportunity has become open as a result of the pending retirement of Joseph L. Spaeth, who has served as the Public Defender for the County of Marin since 1994.

The Public Defender is an appointed position within the County's structure. This at-will position serves as a member of the County's executive management team and is the top management position assigned as the Department Director. The Public Defender is an integral part of a dynamic and cohesive criminal justice system that values collaboration with all partners.

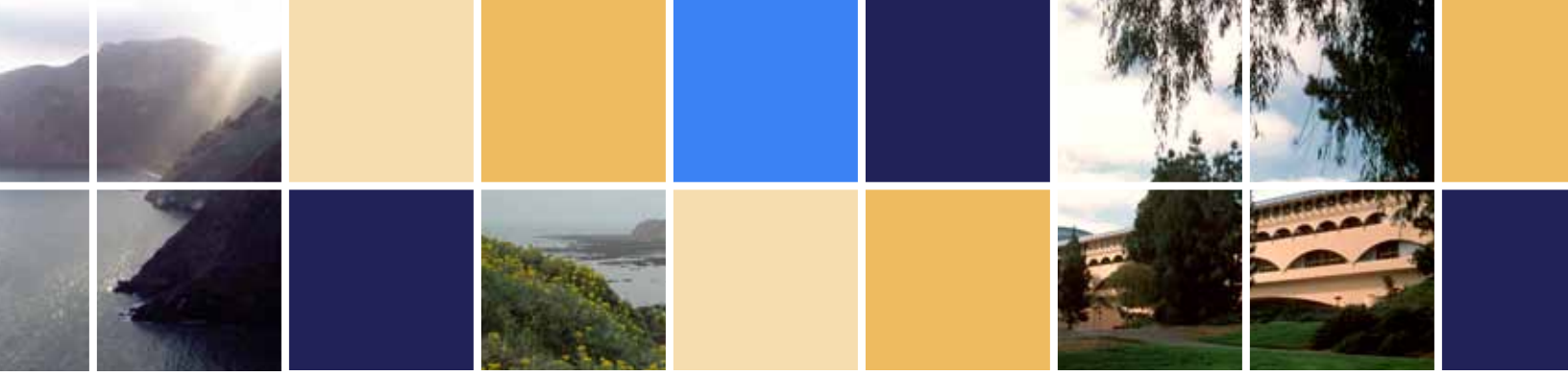
Through a collaborative effort with County departments and community partners, the County developed the **Community Justice Strategic Plan**. This significant effort demonstrates the County's emphasis on continual enhancement of the county-wide justice system. Ongoing participation in strategic visioning and other forward-thinking efforts will continue to be a hallmark of the Office of the Public Defender and a top priority for the new Public Defender. For further information, view the document on the Office of the Public Defender website.

Present structure of the Public Defender's Office includes approximately 25.5 attorney staff with an overall staff of 46. Supporting the Public Defender is an Assistant Public Defender, 2 Chief Deputy Public Defenders, 4 Lead Attorneys, and 17.5 other attorneys plus other support/technical staff including 4 investigators and a social worker. The Department's FY09/10 budget totals approximately \$7 million, not including conflict legal representation which is all outsourced to Alternate Defenders, Inc., an affiliation of local private defense attorneys.

Caseload technology used exclusively by the Department includes an internally developed proprietary software product ("Gideon") that is a key component of the larger E-Justice System accessed by other County departments.

2008 Caseload Indicators	
Felonies	1,875
Misdemeanors	6,050
Civil Cases	520
Total	8,445

Currently, with the present staffing levels and organizational structure, the Department functions extremely



well using the concept of four vertical felony panels to distribute and balance caseloads. Each vertical panel is managed by a lead attorney. Further information on the organization may be obtained through Ralph Andersen & Associates.

Responsibilities of the Public Defender

The Public Defender will be a recognized leader and collaborative partner within the County's criminal justice system. This dynamic executive will join an organization culture that promotes a collaborative and team-based approach to ensure the achievement of county-wide goals. Key responsibilities in this leadership role include oversight of the Office of the Public Defender's services and activities, including the provision of mandated legal counseling and defense services to eligible persons. Additionally, the Public Defender will be expected to serve as the Liaison to the Board of Supervisors and represent the Office of the Public Defender to other departments (i.e., County's District Attorney Office, Probation Department), elected officials, interested community groups, and the Local Bar Association. This collaborative approach and involvement will also include coordination with outside agencies and organizations.

Other key responsibilities of the Public Defender include:

- Communicate, justify and defend programs, policies, and activities including negotiate and resolve sensitive and controversial issues; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Manage the development and implementation of department goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures to complement legal revisions affecting the execution of efficient legal services.
- Manage with a keen financial sense governed by fiduciary responsibility, and participate in the development and administration of the Office of the Public Defender's budget; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Engage and confer with subordinate attorneys regarding policies, procedures and functions of the departmental program; provide information regarding the public defender program to the Board of Supervisors, judges, prosecutors, law enforcement officials and the public.

- Keep abreast of pending legislation, statutory revisions and court decisions affecting the public defender program and direct the attention of staff, the Courts, and the County Executive Officer to relevant and material changes in the duties of the Office.
- Establish a strong presence and meaningful involvement with civic and professional organizations to provide information and insight into the public defender program.
- Oversee and present statistical and narrative reports at the direction of the Board of Supervisors and the County Administrator.
- Actively participate in a leadership capacity with professional organizations.

Characteristics of the Ideal Candidate

The individual selected for this position will be recognized as a dynamic and collaborative leader with strong interpersonal and communication skills. This ideal candidate should also be skilled in adapting to the likelihood of ongoing organizational and financial challenges facing local government agencies in today's challenging economic times. This top caliber executive will also have broad-based experience dealing with process efficiencies, technology enhancements and organizational streamlining. Continuing with the past history and direction of the Office of the Public Defender, this ideal candidate will embrace and promote open dialogue and involvement with county-wide and community partners. This ideal candidate will be able to establish and sustain external relationships in the legal community and throughout community networks, as well as foster and develop internal relationships within the County. Incorporating this leadership style and approach, the new Public Defender will be highly regarded and successful in Marin County. Equally important, the Public Defender will be an action-oriented person who can successfully address a variety of issues at a high level using sound judgment and a well-honed business sense while managing a talented staff.

In summary, the Public Defender should have unquestionable personal integrity and display honesty and approachability in his/her commitment to work in a first-class organization that continually strives for organizational excellence.

Qualifications

Marin County is seeking a professional with broad experience supported by appropriate legal experience in California. Candidates should be aware that this is a comprehensive search process in order to attract the strongest pool of candidates for consideration.

This position requires, at a minimum, ten (10) years of extensive responsible legal experience with emphasis upon the preparation and trial of felony cases, including three (3) years of experience in the supervision of attorneys. Budgetary and administrative experience is highly desirable. -or-

One (1) year of experience in the County of Marin's classification of Assistant Public Defender.

Professional License: An active member of the California State Bar Association in good standing.

Compensation and Benefits

The annual salary range for the Public Defender is \$179,525 – \$198,910. Placement within the range will depend on the selected candidate's experience and salary history. This is an at-will position and, as a result, the Board of Supervisors, working in conjunction with the County Administrator's Office, may negotiate a mutually beneficial package that could include other transition assistance. In addition, the salary is supplemented by a generous benefit program, which includes the following elements:

- **Retirement** – The County retirement system is authorized by the County Employees Retirement Law of 1937 with a plan of 2% @ 55. This plan has a reciprocity relationship with CalPERS. The County does not participate in Social Security except for the mandatory Medicare contribution.
- **Auto Allowance** – \$800 per month.
- **Insurance** – The County offers a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.
- **Vacation** – Vacation accrual (15 days per year for new employees) based on years of service with the County.
- **Holidays** – 11 paid days annually.
- **Leave Allowances** – Generous leave package including management, personal, and sick leave benefits.

- **Deferred Compensation** – The County does offer choices within a tax deferred 457k plan to which employees may contribute in order to enhance their retirement.

For additional information about Marin County's benefits, visit their website at www.co.marin.ca.us/depts/HR/Jobs/Benefits.cfm.

To Be Considered

This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references **will not** be contacted until mutual interest has been established. **Apply prior to Friday, February 5, 2010. Electronic submittals are strongly preferred via email to Ralph Andersen & Associates at apply@ralphandersen.com**, and should include the following:

- Compelling cover letter;
- Comprehensive resume;
- Salary history; and
- Five (5) professional references.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. Candidates will also be required to respond to supplemental questions to assess management approach and writing skills as well as demonstrate presentation skills in this high profile position. This comprehensive process will also include multiple interview panels and the use of other evaluation tools to assess "overall fit" with the organization. Panel interviews are scheduled for the end of February with finalists (typically 2-3) presented to the Board of Supervisors in early March. Confidential inquiries welcomed at (916) 630-4900 to Ms. Heather Renschler. The selected Public Defender will be expected to join Marin County in April 2010 or at a mutually agreeable date.

For more information pertaining to Marin County, please visit their website at www.co.marin.ca.us.

