

COUNTY OF MARIN

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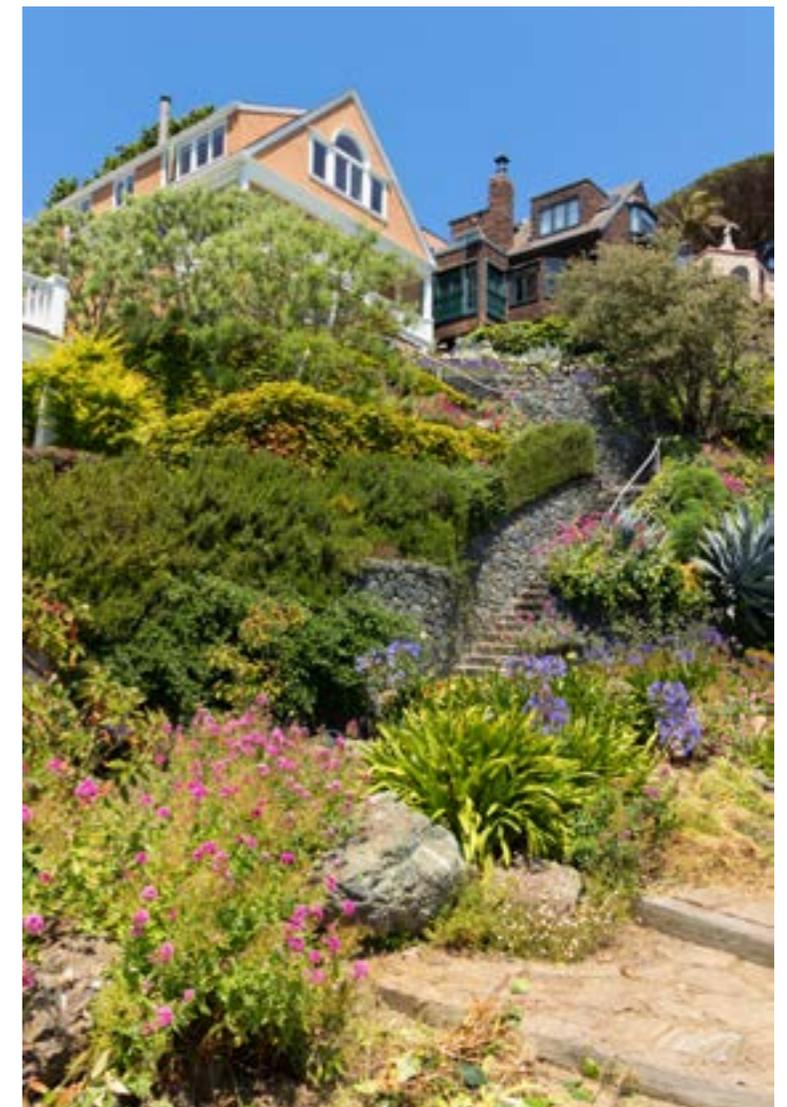
Assistant County Administrator



THE COMMUNITY

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 257,000 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.

Nearly 60 percent of the County's land is protected open space and parklands, making Marin a recreational destination for the entire Bay Area; the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations of more than 140,000 acres of public lands within Marin County. West Marin has long been home to a thriving agricultural, ranching and dairy economy – challenged in recent years by drought. The majority of residents however live in the eastern region of the county, along the Highway 101 corridor. The developed eastern region of Marin includes biotech, insurance, finance, movie production and tech industries. The Buck Institute and BioMarin are two world-class scientific research institutes based in Marin.



THE COUNTY

The County of Marin is a vibrant organization comprised of 23 agencies and departments with a workforce of approximately 2,400 employees and an operating budget of \$750 million (FY 2022-23). The County's full array of public safety, community development, public works, health and human services, community services and administrative services is governed by the Board of Supervisors, which is made up of an elected representative from each of the five voting districts in this general law county. Community or municipal services to unincorporated residents include, for example, law enforcement, parks, libraries, fire, land use permitting, and roads and infrastructure. Many of the County's employees work at the historic Marin County Civic Center, designed by Frank Lloyd Wright, located in the City of San Rafael.

The County is committed to the well-being and advancement of all Marin residents, which means taking an equity-first approach toward policy. The County has established an Office of Equity to advance anti-racist policies, the recruitment of a multicultural workforce, and increase the County's accountability, transparency and community engagement.

THE COUNTY ADMINISTRATOR'S OFFICE

The Board appoints a County Administrator to provide for the efficient administration of the County in accordance with Board policies and applicable laws, recommend and manage the County operating and capital improvement budgets, coordinate the work of County departments, and represent the County in intergovernmental relationships. The County Administrator also serves as the Clerk of the Board of Supervisors. The County Administrator's Office works to resolve interdepartmental issues and coordinates the overall administration of county government including overseeing the Risk Management function for the County, which covers workers' compensation insurance contracts, compliance, and employee safety.

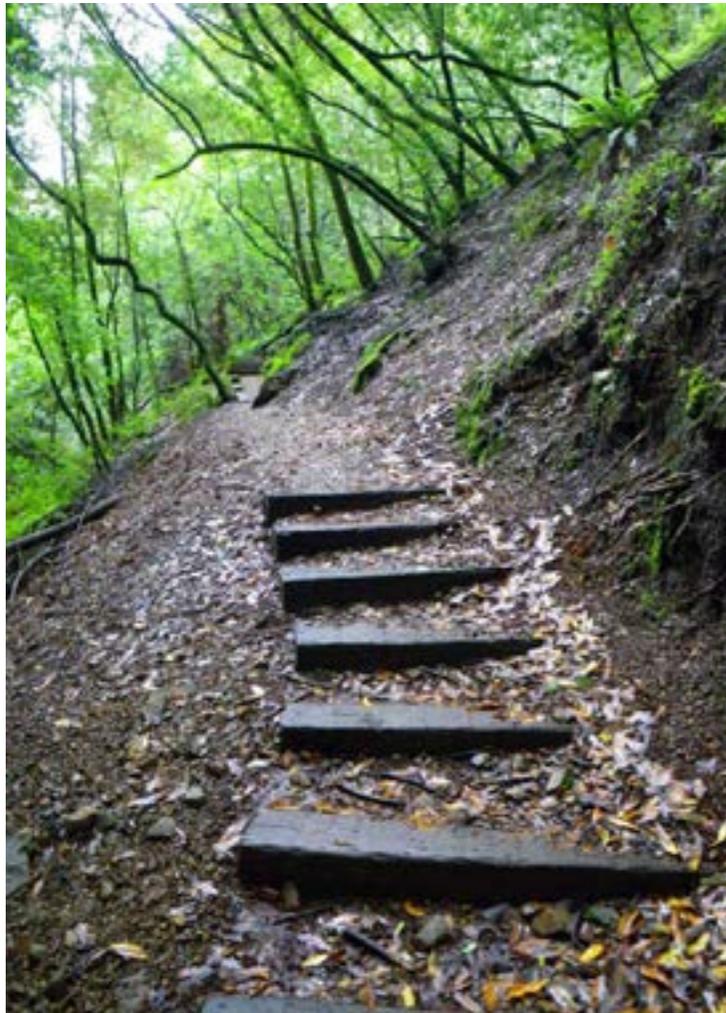
The County Administrator seeks a full-time regular hire Assistant County Administrator to join the County's leadership team. The CAO executive leadership team includes a peer position of Assistant County Administrator, a Deputy County Administrator, and a Budget Manager.



THE POSITION

Serving the County Administrator with countywide management assistance, the **Assistant County Administrator** will join with the second position of Assistant County Administrator in directing and managing County administrative, fiscal and managerial operations; acting for the County Administrator in his absence; and performing related duties as required. The work requires initiative, judgment, discretion, and the ability to make independent decisions within established policies and procedures set forth by the Board of Supervisors, County Administrator, and Federal, State, and County law, ordinances, and regulations.

The Assistant CAO will be able to demonstrate a track record of being results-oriented, skilled in managing multiple competing timelines in a fast-paced changing environment, and highly competent in communicating complex concepts to diverse audiences. Depending upon skills, qualifications and experience, the position may lead and/or oversee:



- The County's **Legislative Advocacy Program**, designed to coordinate and provide policy direction regarding legislative matters of interest to Marin County with federal and state lobbyists to assist in our federal and state capitols;
- The **Risk Management Division** of the County Administrator's Office, which manages the County's Insurance Portfolio, Self-Insured Workers' Compensation Program, Safety and Loss control, Ergonomics, Contract review and other matters linked to the County's diverse risk exposures;
- **Marin Compass** implementation among the County's 23 departments, the County's performance management program with open data as its software platform;
- The **Communications Division** of the County Administrator's Office, responsible for creating and disseminating information and news about County government, responding to media inquiries and leading community engagement initiatives;
- Oversee implementation of the **County's 2 Year Action Plan, created** to ensuring that the County team has the skills to be responsive to the changing needs of our community – focusing on the areas of diversity, equity, inclusion, and belonging; innovation and change; and employee growth and development; and/or
- Helping to coordinate community partnerships among Marin County's many non-profits and community-based organizations.

IDEAL CANDIDATE

The ideal candidate will be an experienced local government executive or top-line assistant with a strong record of accomplishment, strategic planning, integrity, and professionalism, and a significant background in budgeting, supervision, community engagement, and work with elected officials. This enthusiastic and results-oriented leader will bring outstanding communication, critical thinking, and interpersonal qualities. Additionally, the ideal candidate will be:

- A critical thinker with the courage to pursue creative ideas
- An excellent communicator, orally and in writing
- Collaborative, inside and outside the organization
- Passionate about public service and community
- A proponent of the County's values and principles
- Remains current with the profession, its trends and best-practices
- Someone who values employees and supports their professional development; a team player; in touch with other members regularly
- Able to find common sense solutions
- A positive, "can do" advocate
- Flexible

EDUCATION AND EXPERIENCE

Any combination of education and experience that would provide the knowledge and abilities listed. Typically, graduation from a four-year college or university with major course work in public policy, public or business administration, accounting, finance, or a closely related field, and five years of progressively responsible administrative experience in management position that has included responsibility for the administration of complex and diversified budgets and programs, as well as supervision of professional staff.

Possession of a Master's Degree or other advanced degree in a closely-related field is highly desirable.



COMPENSATION AND BENEFITS

Marin County offers an attractive compensation and benefits program. The annual salary range for the Assistant County Administrator is \$214,490 to \$236,475 annually depending on qualifications. 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. This plan has a reciprocity relationship with CalPERS. The County does not participate in Social Security except for a mandatory Medicare contribution.

INSURANCE: The County has a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

LEAVE ALLOWANCES: The County offers generous vacation, personal, management and sick leave benefits plus 10 paid holidays.

DEFERRED COMPENSATION: The County offers a choice of tax deferred 457k plans to which employees may contribute in order to enhance their retirement.

For additional information about Marin County benefits, please visit <http://www.marincounty.org/depts/hr/benefits>.

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit a detailed resume and cover letter to apply@ralphandersen.com. Comprehensive resume should reflect years and months of employment, beginning/ending dates, as well as including size of staff, budget, and career highlights/accomplishments. Submittal of professional references will be requested at a later step in the process for top contenders. First review will begin on **Monday, August 22, 2022**. Candidates are encouraged to submit early in the process. Resumes will be reviewed upon complete submittal and will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant experience and qualifications will have a preliminary interview established by Ralph Andersen & Associates. Candidates deemed most qualified will be referred to the County for further consideration and the most highly qualified will be invited to participate in a more detailed interview and selection process. Final appointment will be made upon completion of extensive reference and background checks.

For further information contact Project Director, Ms. Heather Renschler at (916) 630-4900 or heather@ralphandersen.com. Alternatively, candidates may request a set date/time for a confidential discussion by contacting scheduling@ralphandersen.com.

Marin County is an Equal Opportunity Employer and values diversity at all levels of the organization.

www.marincounty.org