Tuolumne County is a place where all citizens enjoy opportunities to thrive in a safe, healthy and productive community.

Assistant County Administrator
COUNTY OF TUOLUMNE

$128,789 - $157,224 Annually DOE/DOQ

Tuolumne County seeks an Assistant County Administrator who is an effective, collaborative leader and passionate about serving their community.
Tuolumne County is located in the heart of the California “Mother Lode” gold country region in the foothills of the Sierra Nevada mountain range. Just 125 miles east of San Francisco, south of Lake Tahoe, and home to Yosemite National Park and the Stanislaus National Forest, the area abounds with recreational opportunities and beautiful scenery with many lakes, rivers, hiking trails and ski areas within its boundaries. Tuolumne County is rich in California history and visitors can step back in time at Columbia and Railtown 1897 State Historic Parks. A strong arts and cultural presence is felt through the Tuolumne County Arts Alliance, live theater venues, art galleries, special events, and museums. A small community atmosphere is prevalent throughout the County and is the hallmark of Sonora, the county seat and only incorporated city, as well as the towns of Twain Harte, Columbia, Groveland, Jamestown, and Tuolumne.
The Administrative Office

The County Administrative Office serves the Board of Supervisors, Department Heads and the Community. The CAO carries out the Board’s policies and goals by leading, directing, and coordinating the operations of the County’s departments and agencies. In addition to ensuring implementation of the Board’s mission and policy objectives, other major activities include: preparing the County budget; ensuring implementation of County policy; acting as the Clerk to the Board of Supervisors; assisting the Board with the performance evaluation of appointed Department Heads; implementing the Board’s legislative platform; preparing studies and analyses including fiscal and programmatic performance assessments of County departments and programs; overseeing the preparation of the Capital Improvement Program; staffing Board committees; and running the Office of Emergency Services.

The Administrative office is currently staffed by a dynamic, supportive and collaborative team of 10 FTE’s (includes OES staff). The organizational structure includes the County Administrative Officer (CAO), the Assistant County Administrator, 1 Executive Assistant, 2 Deputy County Administrators, 2 Administrative Analysts, 2 Grant-Funded Administrative Analysts and 1 Grant-Funded Office Assistant.

The mission of the County Administration Office is to serve the Board of Supervisors, departments, and the community as good stewards of the County's fiscal and human resources through collaborative, professional, and ethical leadership of the county organization.
The Assistant County Administrator (ACAO) is an at-will, executive leadership position that serves at the pleasure of the County Administrator. This position plays a critical role in assisting the CAO in addressing the County’s budget/fiscal and programmatic issues in this challenging economic climate, as well as handling the day to day operational oversight of the Office. The ACAO will oversee the creation of quarterly financial reports, mid-year budget projections, and oversee the development of the County’s annual budget recommendation to the CAO and ultimately to the Board of Supervisors for approval. The ACAO also serves as the point person in addressing the major budget/fiscal and/or programmatic issues that are complex, highly visible, and politically sensitive and/or those that require cross-organizational collaboration. The wide breadth of county functions, complexity of the County’s budget, combined with the legal and operational complexities within the various departments, special districts, and agencies, make this role especially appealing to proven executives who enjoy an active and challenging position in a fast paced and energizing environment.

The successful candidate will also have a strong inclination for results, yet rely on a positive and diplomatic interpersonal style with a keen awareness and sensitivity to the various community, organizational and political considerations that must be incorporated into various solutions and/or courses of action. The ideal candidate is adaptable, energetic, and a creative problem solver, who can balance the broad array of unique challenges within this environment.
the IDEAL CANDIDATE

The Assistant County Administrator will...
- Be reform minded and a catalyst for ongoing process improvement.
- See the big picture and translate Board direction into specific action with desired results.
- Be resourceful and solution oriented.
- Be approachable, a good listener, transparent, inspiring, and flexible.
- Practice discretion and political astuteness
- Be diplomatic and sophisticated communication skills, both orally and in writing

LEADERSHIP
- Support, mentor and guide staff to maximize their expertise and abilities.
- Provide strong leadership, vision, and administrative support to County leaders.
- Recognize the importance of providing objectivity and consistency in decision making.
- Provide resources and autonomy for staff to succeed.

COMMUNITY
- Be a visionary for the organization and community.
- Uphold public trust and lead with integrity and unquestionable ethics.
- Be a capacity builder and move the County in a positive direction for the future.

- Develop trusted relationships and successfully influence others.
- Advocate for “Gold Standard Service” to the County’s customers.

BUSINESS ACUMEN
- Present and communicate effectively both orally and in writing.
- Stay up-to-date on what is happening at the state and federal level regarding legislation, and engage decision makers on recommended policy change.
- Make public presentations, including Board of Supervisors’ meetings.
- Be proficient in developing and managing a multi-million dollar budget.

MINIMUM QUALIFICATIONS
- Graduation from a four-year college or university with major coursework in public or business administration, political science, public policy, finance, or a related field.
- Two years executive-level experience in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation of programs and services for an organization.

HIGHLY DESIRABLE:
- Master’s degree in public or business administration.
**SALARY & BENEFITS**

$128,789 - $157,224 Per Year

- Retirement: CalPERS Tier is dependent upon hire date or prior service/reciprocity
- Cafeteria Program: $1,100 - $1,869 contributed towards health benefits, or $500 waive per month
- Life Insurance: County paid $200k life insurance policy
- Personal Leave: 200hrs annually, increases with years of service
- Holidays: Eleven (11) paid holidays per year
- Deferred Compensation: 7% County contribution following probationary period, increases to 8% after 5 years of service
- Education incentive: 5% pay differential for Master’s degree

**To Apply:**

Please send your cover letter and resume to afremd@co.tuolumne.ca.us by October 19, 2018
(all applicants invited to interview will be asked to complete a County application.)

**Interviews will be held:**

1st Interview November 7, 2018
2nd Interview November 8, 2018

**Questions?**

Call Ann Fremd at 209-533-6632 or email afremd@co.tuolumne.ca.us

_Tuolumne County is an Equal Opportunity Employer. Arrangements may be made to accommodate applicants with disabilities._