



The County of Monterey

INVITES YOUR INTEREST IN THE POSITION OF

County Administrative Officer

MONTEREY COUNTY REGION AND GOVERNMENT

Monterey County is nestled just 95 miles south of San Francisco and boasts California's most scenic landscapes and a gentle Mediterranean climate. The County's 450,846 residents are proud of their global reputation, rich history, and cultural and economic diversity. Monterey County residents value their natural resources and pristine environment and are sensitive to balancing economic development and urban growth. The County encompasses 12 cities in four richly distinctive communities: North County, Monterey Peninsula, Salinas Valley, and the Big Sur Coastline. The County's largest industries are agriculture (\$8.1 billion annual economic impact), government (\$4.5 billion annually), real estate (\$3.5 billion annually), and tourism (\$2.85 billion annually). Monterey County encourages its citizens to get involved and make a difference in their community.



COUNTY GOVERNMENT

Monterey County is a "general law" county with authority to govern vested in a five-member Board of Supervisors. Elected by districts for four-year staggered terms, the Monterey County Board of Supervisors sets policy for the County, passes all ordinances governing it, and directly appoints the County Administrative Officer, County Counsel, Chief Executive Officer of Natividad Medical Center, Civil Rights Officer, Public Defender and the Water Resources Agency General Manager.

Other elected offices include the Sheriff-Coroner, Assessor-County Clerk-Recorder, District Attorney, Auditor-Controller, and Treasurer-Tax Collector. The County provides a myriad of services that range from law enforcement to public health, library, public works, environmental services, land use planning, parks, information technology, social services, flood control, and water resources management. The County operates Natividad Medical Center, the regional Level II Trauma center, and the internationally renowned Weather-Tech Laguna Seca Raceway. In addition, the County serves as an agent of the State, providing mandated services countywide, including those within cities.

Mission

The Mission of Monterey County is to Excel at providing Quality Services for the benefit of all Monterey County residents while developing and enhancing the resources of the area.

THE POSITION

The County Administrative Officer (CAO) is appointed by and serves at the pleasure of the Board of Supervisors (Board). The CAO has supervisory authority over department heads except those elected or appointed by the Board. The current CAO is retiring after 14 years with the County. Serving as the Board's Chief Executive Officer, the CAO provides policy-based program and financial decision-making support to the Board; oversees the day-to-day operation of the County's 26 departments and 5,300 employees; and prepares and administers the County's \$1.5 billion budget. In addition, the CAO works closely with the community, business groups, County staff and consultants to develop programs meeting 21st Century challenges.



CHALLENGES

- Navigating the fiscal challenges facing all California counties.
- Developing and administering the County's complex budget.
- Rebuilding the County's roads, bridges, flood control, and water supply infrastructure.
- Developing creative solutions for homelessness and affordable housing.
- Formulating innovative local population health care strategies.
- Building a county-based vertically integrated healthcare safety net.

QUALIFICATIONS

Candidates must have a Bachelor's degree in public/business administration or related field, and 10 years of progressive management experience as a senior level executive. California local government experience is desirable. A Master's degree and at least five years' experience reporting directly to or working with a legislative or policy-making body are also desirable credentials.

The ideal candidate will be an experienced executive with an unblemished record of integrity and ethics; recognized as a leader and innovator; have excellent interpersonal skills; and have broad experience working in demographically and geographically diverse communities. In addition, the candidate will possess a progressive and flexible management style critical to creative problem solving for the complex matters facing the County. The ideal candidate will also be experienced in team building and staff development, customer service, revenue generation and enhancement, economic and community development, transportation and water resources management, land use planning, public safety, social services, information systems, and knowledgeable of environmental issues.

SALARY & BENEFITS

Monterey County provides a competitive salary and benefits package. The annual salary range for the County Administrative Officer is from \$226,000 to \$308,000, depending on qualifications. The County has adopted a seven-step salary schedule, with step advances granted every two years. The generous benefits package includes:

- Retirement: CalPERS Pension Plan; 2% @ 55 for classic members (employee pays 7% member share) or 2% @ 62 for new members (employee pays 6.25% member share). The County also participates in Social Security.
- Annual Leave: 23 days of annual leave are accrued in the first year; up to 37 days annually after 25 years.
- Professional Leave: 10 days per calendar year, non-accruable.
- Holidays: 10 paid holidays per calendar year
- Floating Holiday: 1 day per calendar year
- Winter Recess Leave: 4 days per calendar year, non-accruable (subject to Board approval each year).
- Health Insurance: The County provides a Flexible Benefits Plan which includes health care, dental, and vision coverage.
- Life Insurance: \$50,000 term life insurance policy.
- County paid UNUM Disability Insurance
- Management Expense Allowance: \$54.17 per month.
- Automobile Allowance: Up to \$375 per month for use of privately-owned automobile to execute duties.
- Professional Organization Membership: \$400 per calendar year.
- Flexible Spending Account / Dependent Care Assistance Program: Voluntary program available.
- 457 Deferred Compensation Plan: Voluntary program available.
- Preferred parking at the Government Center-Courthouse campus.

PERSONAL CHARACTERISTICS

- Ethical and Trustworthy
- Diplomatic
- Visionary
- Excellent Communicator
- Strategic Thinker
- Imaginative
- Risk Taker
- Self-Confident
- Personable
- Consensus Builder
- Collaborator
- Open and Accessible
- Team Player
- Creative Problem Solver
- Resourceful
- Results Oriented
- Patient and Understanding
- Visible and Involved in the Community
- Politically Astute yet Apolitical

For additional information on County of Monterey benefits please visit its website at: www.co.monterey.ca.us/government/departments-a-h/human-resources.

APPLICATION PROCESS

An application consisting of a copy of your resume with a signed cover letter outlining qualifications, an RJA supplemental questionnaire, and a list of five (5) professional references is required for consideration. Qualified applicants are encouraged to apply online by going to www.rjamanagement.com/recruitment. If unable to apply online, contact RJA directly at (626) 447-3318 or email:

Dr. Richard Garcia, President.
RJA Management Services
2719 So. Mayflower Ave., Suite A
Arcadia, CA 91006
EOE

Filing is Open Until Filled. First review of application materials will begin on July 26, 2019. Following that, application materials will be screened and evaluated, and preliminary interviews will be scheduled with candidates possessing the most relevant qualifications. Those applicants who possess the required knowledge, skills and work experience will be invited to participate in a competitive selection process. Selection of the County Administrative Officer will follow shortly thereafter.

ADDITIONAL INFORMATION

Additional information can be obtained on Monterey County's website at:

[http:// www.co.monterey.ca.us](http://www.co.monterey.ca.us)



EQUAL OPPORTUNITY

Monterey County is an equal opportunity employer. The County seeks candidates who can make contributions in an environment of cultural and ethnic diversity. Monterey County provides reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application.



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