



ASSISTANT COUNTY EXECUTIVE OFFICER

COUNTY OF NAPA, CALIFORNIA

SALARY: \$189,404–\$230,235 DOE/DOQ

THE COUNTY OF NAPA IS IN SEARCH OF AN ASSISTANT COUNTY EXECUTIVE OFFICER (ACEO) who has experience in organizational leadership, with strong financial acumen and strategic business thinking ability. This position supports the County's executive and finance leaders across its 18 departments, leads and manages the County's annual budget of \$506 million, complex budgeting process, and financial forecasting. This position also acts as interim in the Chief Executive Officer's (CEO) absence, manages special projects, provides complex administrative and financial leadership, and oversees the CEO staff. The ideal candidate applying for this position needs extensive experience in public sector finance and budget process, preferably having worked within a California city/county, and has experience with innovative fund development and management, effective management, administrative and leadership principles, and has demonstrated experience as a collaborative, strategic, and communicative business partner. This position plays a prominent role in supporting the CEO and the great work the County of Napa provides its 140,000 citizens via its 18 departments and approximately 1,500 staff.



THE COMMUNITY

THE NAPA VALLEY IS HOME TO OVER 140,000 DIVERSE RESIDENTS who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities. Most Napa County residents live in one of the County's five incorporated cities or town. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.



A general law county, Napa County is governed by a five-member Board of Supervisors who appoint a County Executive Officer to provide overall management for the County's operations, including day-to-day supervision of the County's appointed department heads. The County has a budget of over \$506 million, with a General Fund budget of approximately \$208 million. The County's over 1,500 employees provide services to the public through 18 departments; five managed by elected department heads and 13 appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. As an organization, the County is dedicated to reflecting the best of the community's values: integrity, accountability and service, preservation of agriculture and the environment, and providing leadership and services to advance the health, safety and economic well-being of current and future generations.

In 2019, the Board of supervisors unanimously voted to adopt the **NAPA COUNTY STRATEGIC PLAN**, with five pillars:

- ▶ **Collaborative and Engaged Community**
- ▶ **Healthy, Safe, and Welcoming Place to Live, Work, and Visit**
- ▶ **Livable Economy for All**
- ▶ **Vibrant and Sustainable Environment**
- ▶ **Effective and Open Government**

THE COUNTY EXECUTIVE OFFICE

THE COUNTY EXECUTIVE OFFICER is the County's chief administrative officer, responsible to the Board of Supervisors for overseeing the day-to-day management and coordination of County operations. The Office of the CEO is responsible for:

- ▶ Recommending the appointment of and supervising 13 non-elected division/department heads.
- ▶ Analysis and recommendations to the board on all policy, fiscal and administrative matters.
- ▶ Implementation of board policies and direction.
- ▶ Evaluation of the effectiveness and efficiency of county programs.
- ▶ Recommendation and administration of the county's approved budget and conducting long-range financial planning.
- ▶ Management of the county's risk and emergency services efforts.
- ▶ Providing resources for the effective administration of the County's personnel, information technology and purchasing systems.

THE JOB

THE ASSISTANT COUNTY EXECUTIVE OFFICER will be strongly fiscally focused and will be responsible for providing complex administrative leadership for department operations, financial oversight and leads in developing the County's annual budget. This is an at-will position that is part of the County's executive team, providing key internal services across the organization to all departments and external customers while overseeing 10 staff, a general fund of approximately \$208 million, and County budget of \$506 million. This position serves as the interim CEO as needed and is the primary support for the County CEO in developing and implementing County goals, policies, priorities and long-range planning and financial forecasting, while analyzing and evaluating the existing services for efficiency and opportunities for improvement. In this role you will serve as strategic financial partner and play a prominent role in supporting the great work the County of Napa provides its citizens.

FUTURE OPPORTUNITIES

- ▶ Finalize the 2021/22 FY budget.
- ▶ Update the five year financial forecast, and provide leadership with monthly financial projects due to constant changing economics and current and unforeseen impacts to the County's budget (fires, COVID, etc.).
- ▶ Implement the new ERP system for the County (Tyler Munis).
- ▶ Depending on the incumbent's background and experience, support the oversight of various County departments, or special projects within these departments.

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE WILL BE AN EXCELLENT COMMUNICATOR AND LEADER with extensive public sector fiscal oversight experience, and ideally with an ERP planning and implementation background. We are looking for a creative, trustworthy, and emotionally intelligent professional who knows how to serve as a business partner to all departments. Candidates should be highly analytical, with an ability to process complex information and make decisions with a solutions-oriented approach. Ideally, we are looking for someone who is looking to build a career and grow professionally with the County.

ADDITIONALLY, THE ACEO DIRECTOR WILL:

Technical

- ▶ Provide fiscal oversight and accountability of a \$506 million budget.
- ▶ Perform long-term financing for the County's operational and capital needs.
- ▶ Oversee budget development, revenue forecasting, grants, and loans.
- ▶ Evaluate organizational effectiveness and identify opportunities to improve.
- ▶ Have a deep knowledge and understanding of municipal finance and accounting.
- ▶ Ensure compliance with applicable federal, state and local laws, codes and ordinances.
- ▶ Serve as a resource for all departments' finance staff, and executive leadership.
- ▶ Participate in County and community meetings and present various matters to the Board of Supervisors.
- ▶ Knowledge of Department(s) "business and operational" needs to effectively support them.

Leadership

- ▶ Support and oversee the work of others and provide staff opportunities for professional growth.
- ▶ Promote interdepartmental teamwork and collaboration.
- ▶ Engage and motivate staff.
- ▶ Oversee staff and organizational performance.
- ▶ Inspire a transparent, inclusive, and empowering culture.
- ▶ Lead with confidence and assurance, work well with elected officials, and perform well under pressure.
- ▶ Demonstrate excellent communication and people skills at all levels of an organization.
- ▶ Operate with a strong ethical framework and uphold public trust.
- ▶ Use superior interpersonal skills to build trust and develop relationships.





EMPLOYMENT STANDARDS

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

- ▶ Ten years of progressively responsible local government and administrative experience including budgetary analysis and control; financial and fiscal planning; personnel management; and organizational, program, and policy analysis work including five years in an administrative capacity.
- ▶ Possession of a Master's degree in public policy, public administration, business administration, economics, or a related field.
- ▶ Possession of a valid driver's license.

Desirable

- ▶ Experience as an assistant county administrator, department head, assistant department head, city manager, or assistant city manager.
- ▶ California government experience in a like organization.



COMPENSATION & BENEFITS

The annual salary for **ACEO** is **\$189,404–\$230,235 DOE/DOQ** with the potential for relocation reimbursement of \$10,000. In addition, Napa County offers an attractive benefits package, including:

MEDICAL INSURANCE Choice of a variety of CalPERS Health Plans. The County makes a significant contribution toward premium for employee and dependents.

DENTAL INSURANCE Choice of two Delta Dental plan options. County pays full premium for employees and their dependents.

VISION INSURANCE Employee pays premium for coverage.

LIFE INSURANCE Equal to one times annual salary up to a maximum of \$200,000 with the premium paid by the County; option to purchase additional insurance.

EMPLOYEE ASSISTANCE PROGRAM Employees and their dependents are entitled up to five (5) counseling sessions per incident at no cost.

SHORT-TERM AND LONG TERM DISABILITY Employer paid benefit up to 66.67% of current salary paid after eligibility requirements are met and subject to maximum amounts.

DEFERRED COMPENSATION Voluntary plan; eligible for annual employer match up to \$1,000.

VACATION 15–29 days annually based on years of service. Prior government service can be used in calculating vacation accrual rate at time of hire with the approval of the County Executive Officer.

SICK LEAVE Twelve days annual sick leave with unlimited accrual.

HOLIDAYS Twelve paid holidays per year.

PERSONAL LEAVE 19 hours credited during the first pay period of the calendar year.

MANAGEMENT LEAVE 80 hours per calendar year.

AUTOMOBILE ALLOWANCE \$220.00 twice monthly.

RETIREMENT The County participates in the California Public Employees' Retirement System (CalPERS) The benefit is 2% at 60 for classic members and 2% at 62 for new members. Individual employee participation is mandatory. The County does not participate in Social Security.

POST-RETIREMENT MEDICAL County offers a post-retirement medical benefit program.

CELL PHONE Set allowance dependent upon County tier usage.

HOW TO APPLY

This is an open continuous recruitment, please apply by **DECEMBER 2** for first consideration. Apply At: **wbcpinc.com/job-board**

Please contact your recruiter, Wendi Brown, with any questions:

wendi@wbcpinc.com | **866.929.WBCP (9227)** toll free | **541.664.0376** direct

SAVE THE DATES

Interviews will take place on **JANUARY 7 & 8**; candidates will need to be available for both days.