

C A R E E R O P P O R T U N I T Y

COUNTY ADMINISTRATIVE OFFICER

County of Tuolumne Sonora, California

Annual Salary: \$181,378–\$220,466 DOE/DOQ

THE COUNTY OF TUOLUMNE, CALIFORNIA is seeking a strategic, principled, and visionary executive to serve as its next **Chief Administrative Officer (CAO)**. Appointed by and reporting to the Board of Supervisors, the CAO provides strategic, fiscal, and operational leadership for all County departments, employees, and services. This highly influential role oversees an approximate \$296.6 million annual budget, a workforce of 710.5 full-time across 20 departments, and plays a pivotal role in guiding major initiatives that shape the County's future. The CAO leads efforts in organizational renewal, long-term fiscal sustainability, and enhanced community trust, while advancing solutions to key regional challenges such as housing, fire prevention, workforce development, and economic competitiveness. The ideal candidate is a respected public-sector leader who thrives in a rural county environment, and is recognized for fiscal expertise, political acumen, and a collaborative leadership style that fosters transparency, unity, accountability, and innovation.

Drive strategic leadership for a resilient and forward-looking County, apply today!





The Community

TUOLUMNE COUNTY IS LOCATED IN THE BEAUTIFUL SIERRA

Nevada foothills of California, approximately two hours east of the Bay Area. With more than 53,000 residents, the region offers a rich history, breathtaking landscapes, and a strong sense of community. Sonora, the County seat, is a charming historic town that serves as the regional hub for commerce, government, and culture.

Residents enjoy a high quality of life, with access to Yosemite National Park, Stanislaus National Forest, and countless outdoor recreation opportunities including hiking, fishing, camping, skiing, and wine country touring. The community values its rural charm, historic preservation, and strong civic pride, while also seeking new opportunities for economic growth, housing, and public safety resilience.





The County & Administration Office

OPERATING WITH A BUDGET OF APPROXIMATELY \$296.6 MILLION for fiscal year 2025-2026 and a dedicated workforce of 710.5 full-time staff, the County delivers the full spectrum of municipal and social safety-net services. Ranging from public safety and health and human services to planning, housing, and community development, it ensures both the well-being of its residents and the preservation of its unique rural character.

CLICK
LINK

Within the **Administration Office**, key departments and program areas include the Clerk of the Board, Information Technology, Purchasing, and Utilities, along with specialized initiatives such as the Master Stewardship Agreement and the Tuolumne County Water Agency. Together, these divisions advance both day-to-day operations and long-term strategic priorities. The County's workforce is widely recognized for its dedication, expertise, and deep commitment to public service, consistently going above and beyond to strengthen their community.

Today, Tuolumne County stands at a pivotal and transformational moment. Leadership is focused on positioning the County as an employer of choice, cultivating stronger community and intergovernmental partnerships, and embracing innovative strategies to promote economic development. The County remains firmly committed to preserving its rural heritage, natural resources, and quality of life, balancing growth with stewardship to ensure a sustainable and prosperous future.

LEARN MORE ABOUT THE COUNTY





The Job

APPOINTED BY AND REPORTING TO THE BOARD OF SUPERVISORS (BOS), the Tuolumne County Administrator serves as the County's Chief Executive Officer, providing strategic, fiscal, and organizational leadership across all operations. The CAO oversees BOS-appointed department heads, collaborates with elected officials on operational matters, and works as a peer with County Counsel. As the BOS's representative, the CAO directs daily administration, offers policy recommendations, and ensures efficient service delivery while preserving the County's rural heritage and quality of life. The BOS works through the CAO in administrative matters, engaging directly with department heads only in the development of policy.

Key Responsibilities:

Executive Leadership & Governance

- Provide policy guidance, analysis, and staff support to the Board of Supervisors.
- Ensure County policies are implemented consistently, fairly, and effectively.

Fiscal Management

- Oversee all County financial operations, including budgeting, long-term planning, and investments.
- Develop innovative solutions to revenue challenges while ensuring efficient and transparent use of taxpayer funds.

Organizational Development

- Build trust and collaboration among employees and department heads.
- Foster a culture of accountability, innovation, and professional growth throughout the organization.

Community & Stakeholder Engagement

- Represent the County with residents, partner agencies, nonprofits, and regional/state leaders.
- Strengthen public communication and build trust in government through transparency and accessibility.

Strategic Planning & Service Delivery

- Lead efforts to address housing, the needs of an aging population, and fire prevention/insurance challenges.
- Advance workforce development and promote economic competitiveness through innovative strategies that balance growth with stewardship of Tuolumne County's heritage and natural resources.

The Ideal Candidate

THE IDEAL CANDIDATE IS A TRUSTED AND INNOVATIVE EXECUTIVE who combines strong technical expertise with exceptional interpersonal skills to successfully lead in a rural county environment. Politically astute and serving as a neutral facilitator, they foster respectful dialogue, cultivate unity across diverse perspectives, and helps guide the Board toward thoughtful consensus on the issues most vital to Tuolumne County's future. They bring proven strategic and fiscal acumen, with deep knowledge of county government finance, budgeting, long-term planning, and investments. The CAO provides executive leadership and governance through insightful policy guidance and analysis to the Board of Supervisors, ensuring consistent, fair, and effective implementation of policies, ordinances, and regulations. A collaborative and engaging leader, the successful candidate excels in community and stakeholder engagement, representing the County with residents, employees, partner agencies, nonprofits, and state and regional leaders, while strengthening transparency, trust, and public confidence in government. This leader skillfully builds relationships, navigates complex political environments and community dynamics while consistently seeking common ground and a focus on shared priorities that advance the well-being of the entire County.



The ideal candidate will demonstrate the following core competencies...

Integrity & Ethics: Models fairness, neutrality, and professionalism; adheres to the highest ethical standards while building trust with the Board, staff, and the community.

Organizational Development & Team Leadership: Builds trust and collaboration among staff and department heads; fosters a culture of accountability, innovation, and professional growth; leads by empowering employees, upholding departmental accountability, and strengthening pride in the organization.

Communication & Engagement: Serves as a strong public presence with excellent communication skills; engages effectively with the Board, employees, unions, and residents to foster alignment around County goals.

Technical & Administrative Knowledge: Brings expertise in public administration, organizational management, human resources, public policy, and intergovernmental relations; stays attuned to current social, political, and economic trends affecting counties and adapts strategies accordingly.



MINIMUM QUALIFICATIONS

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

Education: Equivalent to 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.

Experience: Two (2) years executive-level experience in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation of programs and services for an organization.

License: Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

DESIRED

- Master's Degree in Public or Business Administration





Compensation & Benefits

This position will receive an annual salary of **\$181,378–\$220,466 DOE/DOQ**.

PLUS an attractive benefits package. **Click here to view the benefits information.**

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How to Apply

For first consideration, apply by **SEPTEMBER 30** at:

WBCP JOB BOARD

CLICK
BUTTON

SAVE THE DATES

First round interviews will take place on **OCTOBER 16**. Finalists will move forward to round two interviews on **OCTOBER 17**. *Selected candidates must be available for both in-person interview dates.*

QUESTIONS?

Please contact your recruiter, **Terri Maus-Nisich**, with any questions:

terri@wbcpinc.com

541.664.0376 direct

866.929.9227 toll-free