

MARIPOSA COUNTY

HOME OF YOSEMITE



COUNTY ADMINISTRATIVE OFFICER





The Community

The first thing every school child in California learns about the name Mariposa is that it is Spanish for “butterfly.” Consequently, butterflies take center stage in the town of Mariposa from business decorations to an annual Butterfly Days Festival. The town of Mariposa is the County Seat of Mariposa County, and all of the local and most of the state and federal government offices are located there.

Mariposa County, with no incorporated cities, has a population of nearly 18,000 people and is located in the center of California on the western slope of the Sierra Nevada Mountains. Mariposa County was one of the original counties of California, created at the time of statehood in 1850.

Mariposa County has an area of 931,200 acres of which nearly half are publicly owned and occupied by Yosemite National Park, the Bureau of Land Management, and the Sierra and Stanislaus National Forests. With Yosemite National Park in your backyard, the scenery is incredible and the climate of the county is varied and ranges from warm, dry summers and mild winters down in the foothills to mild summers and snowy winters up in the higher elevations.

The County encompasses much of Yosemite National Park, and, as such, visitors travel through Mariposa County on three of the four state highways that enter the park. State Highway 140, an all-season highway, follows the “Wild and Scenic” Merced River through a spectacular canyon. State Highway 132 is known as the John Muir Highway; the historic route John Muir traveled from San Francisco when he first headed out to explore this beautiful region. State Highway 41 is the most direct access to Yosemite when traveling from the south. An easy climb up to a 5,000-plus-foot elevation quickly puts you up in the tall pines and cool mountain air in Fish Camp, a scenic village complete with the world renowned Tenaya Lodge.

Mariposa County is also located at the southern end of California’s Mother Lode region, with Highway 49, known as the “Golden Chain” running through the County. During the California Gold Rush great quantities of the prized mineral were found and extracted. Though mining and logging once flourished as the major industries in Mariposa County, its prime industries now are trade and service transactions that support the tourism industry, livestock, timber, and mining operations, and viticulture.

The County’s public education system is managed by a single school district (Mariposa County USD) providing pre-K through grade 12 and provides a nurturing environment with innovative academics and integrated technology. The County is actively involved in collaborative partnerships with both the University of California, Merced and Merced Community College, both an important part of the local community.



County Governance Structure

Mariposa County is a general law county, and is governed by a five-member Board of Supervisors elected by the voters of each of the five supervisorial districts on a non-partisan basis. The Board of Supervisors sets policy and deals with legislative matters pertaining to the County. The Board of Supervisors appoints both the County Administrative Officer (CAO) and the County Counsel. Five other elected officials include the Assessor Recorder, Auditor, District Attorney, Sheriff / Coroner, and Treasurer / Tax Collector / County Clerk. There are also a total of 13 appointed Department Heads.

The County offers a very stable political environment. Current Board members include: District I – Rosemarie Smallcombe; District II – Merlin Jones; District III – Marshall Long; District IV – Kevin Cann; and District V Supervisor Elect– Miles Menetrey.

The Board of Supervisors meets the first four Tuesdays of each month in regularly scheduled meetings.

The County Administrative Officer is responsible for assisting the Board in conducting administrative affairs. The services that Mariposa County provides are typical of other counties in California and include law enforcement, health and human services, public works, community development, probation, and property tax administration. These services are provided to the citizens of Mariposa County through a system of departments, commissions,

and boards. Mariposa County provides services and programs that are funded from a number of revenue sources that include property taxes, permit fees, and state and federal monies. Total budget for FY2016-17 is approximately \$100 million with the primary source of revenue being from Transient Occupancy Tax (TOT). The County has a total of 400 full-time employees.

*Mariposa County,
home of Yosemite,
is known for its
amazing sceneries,
outdoor attractions,
and historic towns.*

The Position

The County Administrative Officer is appointed by and serves at the pleasure of the Board of Supervisors. The CAO serves the legislative function of the Board by providing research, information, and recommendations. The CAO serves all of the executive functions of the Board by administering and guiding County departments in matters that are the responsibility of the Board.

This career opportunity is available due to a recent retirement. Fairly new to the County, and not a candidate for this position, the Deputy County Administrative Officer was recently appointed to serve as Interim County Administrative Officer until a final selection is made.

Responsibilities of the CAO include:

- Acting as an agent and representative of the Board.
- Enforcing Board policy.
- Recommending the annual budget.
- Exercising continuous budgetary control.
- Recommending efficient operating procedures.
- Recommending effective administrative reorganizations.

Other duties include coordinating central County functions, consulting with Department Heads regarding issues arising from and affecting County operations, and performing related duties and responsibilities as required and as directed by the Board of Supervisors.

The Ideal Candidate

Perhaps, above all else, the Ideal Candidate for this career opportunity will want to live, work, and recreate in Mariposa County making this community their home not only because of the professional opportunities/challenges of a small county but also since they are seeking and thoroughly enjoy a remote, picturesque mountain

environment. The Ideal Candidate will have the ability to contribute at the executive level; provide highly collaborative and ethical leadership to the Board; inspire and lead staff; and also be recognized by the community as being strategic, passionate, and committed to the organization for the long-term. The common purpose is on creating a partnership based on mutual trust and respect for public sector success, entrepreneurship, fiscal sustainability, and enhancement of the organization.

Top candidates for consideration will have a strong service orientation combined with a desire to lead an organization dedicated to providing residents with the highest level of service. Experience dealing with an array of community issues, including strategic planning and economic diversification in a remote mountain area, will be an added plus for the top candidate. The Board of Supervisors also desires an individual that will inspire and motivate – critically important leadership traits during on-going challenging economic times.

The following personal and professional attributes are strongly desired in the new CAO including a record of success in the following:

- Outstanding strategist and collaborator; able to build consensus and continue to move an organization forward by working closely with the policy-makers in a hands-on, open, and transparent fashion.
- A people person; a dynamic individual with outstanding interpersonal skills and strong leadership who is able to create a working environment that supports staff and helps them grow in their positions, and who can form a strong, cohesive team.
- An innovative and creative person who will provide alternatives to the Board based on a broad and practical review of issues and is comfortable presenting his/her professional recommendations.
- Possess broad knowledge of public finance including being able to develop new revenue sources and strategies to deal with funding constraints.
- A calculated risk taker who seeks solutions that are the result of sound analysis and who will continually improve public services to the County's citizens.
- Maintain a good working relationship and be a collaborative partner, both of which are vitally important to the Board and includes being able to:
 - » Forge strong intergovernmental relationships with local, regional, state, and federal agencies including CAL Fire, U.S. Forest Service, and Bureau of Land Management.
 - » Cultivate and develop strategic partnerships with UC Merced, Merced Community College, business interests, and community-based organizations.
 - » Be professionally active in the local community as well as engage in a leadership role with key organizations such as Rural County Representatives of California (RCRC) and California State Association of Counties (CSAC), and have a strong presence to deal with and address pending and enacted legislation in both California and nationally.



- One who is decisive in addressing issues and recommending the appropriate course of action as well as someone who truly listens to all perspectives from others and understands their viewpoints before advising the Board.
- Has earned the respect and trust of others through a high level of integrity, honesty, openness, and accessibility.
- Has demonstrated strong personnel skills in labor relations and contract negotiations.
- Encourages and solicits public participation on County issues, and truly understands that government serves the public.

In summary, the top candidate for County Administrative Officer will work with a forward-thinking, results-oriented, and cohesive Board to ignite and drive projects to conclusion. Additionally, the CAO will also have a straightforward, calm demeanor and engaging communication style. He/She will also be an excellent listener. Ideally, the new CAO will also eagerly embrace and promote the benefits, attributes, and quality of life valued by the Board, Department Heads, staff, and community members throughout Mariposa County.

Opportunities and Challenges

The next County Administrative Officer will be presented with a number of known challenges and opportunities in which to excel including:

- Preparation, administration, and oversight of the County's budget;
- Creating an effective balance of tourist-based economy with the need for economic diversity and local jobs;
- Selection, funding, and implementation of new technology system(s) that enhance and streamline operational needs;
- Working with the Board of Supervisors and Department Heads to develop a Five-Year Strategic Plan with input from the community;
- Supporting the Board and the related Tree Mortality Disaster Committee on achieving further progress in order to lessen and mitigate the situation; and
- Assist and facilitate Department Heads on achieving Board-driven goals.

The Compensation

The Board of Supervisors is committed to attract a strong pool of public sector professionals to consider this excellent career opportunity. As a result, they will consider the total compensation package offered to be dependent upon qualifications (DOQ). As a guideline for consideration, the starting annual salary will be no less than \$150,000 with the Board committed to reviewing compensation needs on a case-by-case basis to secure top talent. Benefits offered include CalPERS retirement (2%@55-Classic; 2%@62-New Members) and medical, dental, and vision insurance. The County does participate in Social Security. A negotiated employment agreement will also include severance and moving/relocation assistance.

Experience and Education

Final selection and appointment by the Board of Supervisors will be based on best fit, competency, education, training, and experience. Guidelines by the Board for hiring the next CAO will include review of:

Experience – Seven years of increasingly responsible and relevant public sector experience including three years in a management role. Experience in California is considered an added plus although the Board also seeks to encourage nationwide interest from other highly qualified individuals. A career combination of local government experience and private sector experience is also considered qualifying. Career history should include strong fiscal expertise and a keen understanding of resources, revenue, and working to promote transparency and openness in service delivery and/or dealings with the public. The Board is committed to review of a broad spectrum of candidates to ultimately select the best overall fit for the County.

Education – Bachelor's degree in business, public administration, political science, social science, or closely related field; Master's degree is desirable. Qualifying experience may be substituted for college education on a year-for-year basis.

Other Requirements – Successful completion of a thorough background investigation, reference checks, and pre-employment physical including drug screening.

The Recruitment Process

This is a confidential process and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

All interested candidates should apply by Monday, March 20, 2017 to Ralph Andersen & Associates by submitting a compelling cover letter, comprehensive resume, and current salary to apply@ralphandersen.com. Resumes are currently under review. Top candidates will be invited for a comprehensive interview process. Additionally, a supplemental questionnaire may be required with responses to specific questions and submittal of sample work products.

For further information or questions on the recruitment process, please contact Ms. Heather Renschler at (916) 630-4900. Confidential inquiries are welcomed.

Anticipated Search Schedule

- **Closing Date:**
Monday, March 20, 2017
- **Preliminary Interviews (Ralph Andersen & Associates):**
Late March / Early April
- **Recommendation of Candidates to Board:**
Early April
- **Finalist Interview Process:**
Late April