



A Tradition of Stewardship  
A Commitment to Service

# *Napa County*



is accepting applications for

## *Assistant County Executive Officer*

Apply by January 8, 2018

Recruitment Services Provided by Ralph Andersen & Associates





## The Napa Valley

Internationally known for its fine wines, exciting restaurants, and world class resorts, Napa County is home to approximately 142,000 residents who share a strong sense of community and a legacy of preserving and protecting its rich agricultural heritage. Located in the heart of California’s preeminent wine region, the Napa Valley 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 Napa Valley offers residents easy access to virtually unlimited shopping, dining, cultural, and recreational opportunities.

**Internationally renowned for its wines, Napa County provides its residents with a high quality of life.**

Most Napa Valley residents live in one of the County’s five incorporated cities or towns, ranging from the largest, City of Napa (County seat) with a population of 80,416, to the smallest town, Yountville with 3,010 residents. Residents of Napa County have a long history of community involvement and its cities are characterized by vital downtowns and pleasant residential neighborhoods. 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.

## The County Organization

The County of Napa is a highly respected employer within the local community as well as throughout the region. As an organization, the County is dedicated to improving the lives of its citizens as evidenced by its core values: integrity, accountability, and service. As an employer, the County offers both rewarding and challenging work, competitive salaries, a comprehensive benefits package, and tremendous opportunities for career growth.

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district for four-year terms. The Board of Supervisors appoints a County Executive Officer (CEO) who is responsible for providing overall management for County operations. The County has a budget of over \$512 million for the FY 2017-2018 and total staff of approximately 1,488.

## 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 Executive Office provides overall leadership, administrative direction, and coordinates the work of all County offices and departments, both elective and appointive, ensuring efficient and effective services.

The County Executive Officer, with assistance from the Assistant County Executive Officer (ACEO), is responsible for:

- Providing impartial analysis and making recommendations to the Board on all policy, fiscal, and administrative matters;
- Ensuring that Board policies and direction are fully implemented, evaluating the effectiveness and efficiency of County programs;
- Preparing and recommending the County’s annual budget to the Board, administering the County’s approved budget and conducting long-range financial planning;
- Overseeing the County’s state/federal legislative advocacy and internal and external communication activities;
- Managing the County’s risk and emergency services efforts; and
- Providing for the effective administration of the County’s human resources, information technology, and purchasing systems.



The Executive Office is comprised of the CEO, Assistant CEO, and the professional and support staff that assist in planning, monitoring, and overseeing County operations and providing staff support to the Board of Supervisors. The Office includes a number of functions and programs, including Budget and Analysis, Clerk of the Board, Community and Intergovernmental Affairs, Risk Management, Emergency Services, Public Information, and Training and Organizational Development. The department also includes two major divisions: Human Resources and Information Technology Services.

Reflecting the overall stability of Napa County, Mr. Minh Tran, County Executive Officer, has been with the County since 2009.



## *The Position*

This is an “at will” position reporting directly to the County Executive Officer. The Assistant County Executive Officer is responsible for overseeing the day-to-day management of County operations, supervising the staff of the County Executive Office, and acts on behalf of the County Executive Officer in her absence.

Key functional areas include:

- Manage preparation and administration of County’s annual budget;
- Long-range fiscal planning;
- Facilities planning and debt financing;
- Oversight of assigned systems, functional areas, and divisions; and

Manage special projects, which may include a variety of County operations.

Specific responsibilities include:

- Develop, with the assistance of the Auditor-Controller, the County’s annual budget; review the status of expenditures and revenue and report accordingly to the Board of Supervisors;
- Develop and present an analysis of the County’s long-term fiscal condition;
- Analyze County department budget requests, workload and staffing proposals, and fee structures and make appropriate recommendations;
- Assist the CEO in coordinating a variety of programs and departmental operations; oversee assigned systems, functional areas, and divisions such as the Human Resources and Information Technology Services Divisions;
- Participate in long-range planning, analysis, and evaluation of County programs and services;
- Maintain close contact with department heads and other County officials; consult with and assist in solving administrative issues;

- Conduct special studies and investigations on a wide variety of issues and matters impacting County government; and
- Provide highly responsible and complex administrative support to the CEO.

## *The Ideal Candidate*

The ideal candidate will have unquestionable personal integrity and display honesty and approachability in his/her commitment to work in an organization that continually strives for organizational excellence.

This position requires an individual with excellent interpersonal skills, who is well-rounded, and who recognizes the benefits of community involvement.

Candidates should have strong analytical skills, particularly in the areas of long-term financial strategies and budget experience.

In addition, this ideal candidate will be an effective communicator, who is able to present technical information and concepts clearly and convincingly, both orally and in writing. He/She will be a supportive manager and mentor to staff, with an open, accessible, and solution-oriented approach to decision-making.

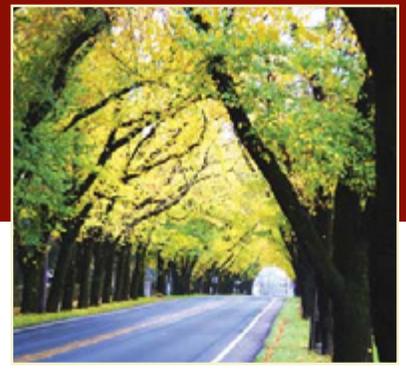
## *Compensation and Benefits*

The annual salary range for the position of Assistant County Executive Officer is \$178,547 to \$217,048, with placement within the range based on qualifications, and career accomplishments.

The County provides an excellent benefits package, including:

- **Retirement:** The County participates in the California Public Employees’ Retirement System (CalPERS); the benefit is 2% at 60 for current members and 2% at 62 for new members. Individual employee participation is mandatory. The County does **not** participate in Social Security.

*Importantly, with a desire for a long-term career with Napa County, this selected candidate will eagerly approach joining a fiscally responsible organization that embraces a business orientation in today’s challenging economic environment.*



- **Deferred Compensation:** Voluntary plan, eligible for annual employer match up to \$1,000.
- **Vacation:** Fifteen (15) to twenty-nine (29) days annually based on years of service. Prior governmental service can be used in calculating vacation accrual rate.
- **Sick Leave:** Twelve (12) days annual sick leave with unlimited accrual.
- **Holidays:** Twelve (12) paid holidays per year.
- **Personal Leave:** Nineteen (19) hours credited during the first pay period of the fiscal year (prorated based on date of hire).
- **Management Leave:** 80 hours per year (60 hours convertible to cash).
- **Medical Insurance:** Choice of five CalPERS health plans with the County making a significant contribution toward the premium for employee and dependents.
- **Life Insurance:** County pays for life insurance equal to one times annual salary with an option to select additional life insurance of up to \$200,000 at employee's cost.
- **Short-Term & Long-Term Disability:** 2/3 of current salary paid after 90 day waiting period.
- **Dental Insurance:** Choice of two plans with the County paying the premium for employee and their dependents.
- **Vision Insurance:** One plan offered with the employee paying premium for coverage.

- **Employee Assistance Program:** The County offers an Employee Assistance Program.
- **Relocation Expense:** The County offers both intrastate and interstate relocation allowance.
- **Automobile Allowance:** \$220 twice monthly.
- **Cell Phone/PDA:** The County also offers a cell phone/PDA allowance.

## *Experience and Education*

To qualify for the position, the ideal candidate must possess a combination of experience and education that produces the required knowledge, skills, and abilities. A typical combination of experience and education for this position would include:

- **Experience:** Ten (10) years of progressively responsible management experience involving budgetary analysis and control; financial and fiscal planning; personnel management; and organizational, program, and policy analysis work including five (5) years in an administrative capacity. Experience as an assistant county administrator, department head, assistant department head, assistant city manager, or is desirable as is county government experience. California local government experience is highly desired although all qualified candidates will be evaluated.
- **Education:** A Master's degree in public policy, public administration, business administration, economics, or a related field.

## *Selection Process*

Resumes and qualifications will be evaluated upon receipt. Candidates are encouraged to apply early in the process and prior to Monday, January 8, 2018. On-site interviews will be conducted in late-January and the selected candidate will join Napa County in February/March 2018 (or a mutually agreed upon date). Electronic submittal of resumes is preferred via email to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Candidates are required to submit a cover letter, resume, and six (6) professional references. ***This is a confidential process and references will not be contacted until mutual interest has been established.*** If you have questions or would like to discuss the opportunity further, please call Ms. Heather Renschler at (916) 630-4900. Confidential inquiries are welcomed.