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"All about fit"



**Assistant County
Administrator**
COUNTY OF SONOMA, CALIFORNIA

THE COUNTY OF SONOMA

Nestled in the heart of Northern California Wine Country, Sonoma County is the largest county in the North Bay region of the San Francisco Bay Area, covering over 1,600 square miles. It is located in the northernmost part of the Bay Area, about 30 miles north of San Francisco, and is bordered by the Pacific Ocean to the west, Marin County and San Pablo Bay to the south, and Solano, Napa, and Lake Counties to the east. Sonoma County is known for amazing wines and legendary vineyards, as well as organic produce and sustainable farming. The county is also home to the scenic Russian River, a popular tourist destination where residents and visitors enjoy kayaking, canoeing, fishing, and swimming.

Encompassing nine cities and five federally recognized tribes, more than a third of Sonoma County's almost 500,000 residents live in the City of Santa Rosa, the county seat, and a quarter in unincorporated areas. Downtown areas such as Santa Rosa, Petaluma, Sonoma, Healdsburg, and Guerneville offer a mix of historic architecture, boutique shopping, and gourmet dining, providing a small-town feel with modern amenities. Festivals, farmers' markets, and cultural events celebrate local talent and traditions. The county enjoys a diverse economy that includes agriculture, a world-class wine region, technology, healthcare, tourism, manufacturing, craft brewing, retail, and professional services.

While the latest census data shows that Sonoma County's proportion of white



residents remains higher than the national average, the share of residents who identify as Hispanic or Latino also ranks higher than the national average, making up more than a quarter of residents (29% in 2022). 37% of County residents identify as Black, Indigenous, and People of Color. Education levels in Sonoma County exceed the national average and the county's public school system ranks considerably high within the state, including innovative charter schools and high-quality secondary education options at Santa Rosa Junior College and Sonoma State University. In 2022, the median household income in Sonoma County was \$99,266. Although home prices reflect the value of living in an area that offers abundant amenities, the prices of Sonoma County homes remain among the more affordable in the greater Bay Area.

Visit <http://www.sonomacounty.ca.gov> and <https://sonomacountyconnections.org> for additional information about Sonoma County—the place to live, work, and build your career legacy.

THE ORGANIZATION

Named by Forbes Magazine as one of America's 500 Best Midsize Employers the last three years in a row, one of only two

government agencies in California to make the 2024 list, the County of Sonoma has a mission to enrich the quality of life in Sonoma County through superior public services.

Sonoma County is a general law county. The primary governing body is the Sonoma County Board of Supervisors, which consists of five members elected by the residents of their respective districts on a nonpartisan basis. These supervisors serve four-year terms, during which they are responsible for making policy decisions, adopting budgets, overseeing the County's departments and agencies, and discussing and deciding on matters ranging from public safety to infrastructure development. The Board of Supervisors is fully committed to a mission and vision that values high-quality services to support and enrich the community, strong leadership, engaged citizen participation, transparency and accuracy in information, and efficient and fiscally sustainable government.

The Sonoma County 2021-2026 Strategic Plan is based on the following pillars: Climate Action and Resilience, Healthy and Safe Communities, Racial Equity and Social Justice, Resilient Infrastructure, and Organizational Excellence. For more information, visit www.socostrategicplan.org.

The County provides a full range of services to the community through 27 departments and agencies. The fiscal year 2024-2025 budget is approximately \$2.46 billion, with 4,462 full-time equivalent (FTE) staff positions.

THE COUNTY ADMINISTRATOR'S OFFICE

The County Administrator's Office (CAO) team promotes a sustainable and equitable future for the community by making collaborative, transparent, and informed policy recommendations to the Board of Supervisors. Major activities of the Office include budget preparation, acting as Clerk to the Board of Supervisors, Board meeting agenda preparation, executing Board direction, labor negotiations, management and support of departments and agency leaders, legislative affairs, fiscal and programmatic assessments, community outreach and public information, providing oversight of the preparation of the Capital Improvement Program, climate action, special projects, and the monitoring of the Strategic Plan initiatives' progress. In serving the Board



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and the public, the Office manages a high volume of diverse and exciting work, often pivoting quickly between projects.

In May 2024, the Board approved transitioning from a County Administrator to a County Executive administrative governance model, where the County Executive became responsible for day-to-day oversight and supervision of almost all non-elected department-agency heads/directors, except where otherwise provided by state law. This brings the Office's authority, which varies in responsibility among departments/agencies, to supporting 17 County leaders.



The CAO team's current focus is effectively facilitating this transition, which brings opportunities for increased operational efficiencies, and effectiveness, as well as improvements to the overall coordination, collaboration, teamwork, and consistency throughout the organization. The recent addition of this second Assistant County Administrator position will enable the County Executive to provide greater support to the various County leaders.

The Office's fiscal year 2024-2025 budget is \$22.1 million, with a staffing component of 80 full-time equivalent team members. The department leadership team includes the County Executive, two Assistant County Administrators, two Deputy County Administrators, the Chief Deputy Clerk of the Board, the County Communications Manager, and the Climate Action & Resiliency Director. For additional information, visit www.sonoma-county.org.

THE POSITION

The Assistant County Administrator plays a critical role on the County's leadership team by assisting the County Executive in making major financial, administrative, and policy recommendations to the Board,

as well as conducting or directing special projects and the analysis of public policy issues that are complex, difficult, and often of a sensitive nature.

Additionally, the incumbent hired into this position will handle the day-to-day operational support of County departments/agencies as well as share in the responsibility of managing the County Administrator's department operations and staff.

The Assistant County Administrator will champion and implement improvements to County systems that help bring consistency and collaboration throughout the organization, serve as a key and visible partner to local governments and partners, and may represent the County and its community-serving functions. The wide breadth of County functions and the complexity of the County's budget, combined with the legal, legislative, and operational complexities within the various departments, special districts, and agencies, make this role especially appealing to proven executives who enjoy an active and central position in a fast-paced, supportive, and energizing team environment.

THE IDEAL CANDIDATE

The ideal candidate for this position is a confident, dynamic, enthusiastic, positive, gracious, tenured, service-oriented leader with a passion for learning, innovation, continuous improvement, and delivering results. They like to rise to a challenge individually and be part of a team. Someone committed to a culture of innovation, trust, accountability, transparency, shared purpose, cohesion, collaboration, and putting forward their best work is desired.

A standout candidate can strategically lead, communicate effectively, adeptly oversee policy, systems, and fiscal priorities, demonstrate strong political acumen, proactively solve problems, and seek and lead executing solutions. They are naturally accountable, know how to set clear expectations and deliver results, are willing

to roll up their sleeves, get the work done, and take responsibility when needed.

Moreover, genuine collaboration and teamwork are easy for them to achieve. They are committed to championing a "one County" perspective and leading organizational change to break down silos. The ideal candidate also has excellent written and verbal communication skills and the ability to effectively facilitate and mediate groups. Candidates should possess extensive public administration and management knowledge, familiarity with county government organization and functions, their relationship to federal, state, and municipal governments, as well as demonstrated legislative experience.

The Assistant County Administrator will also recognize and champion the County's diversity, vibrant cultures, populations, visions, and varied communities across all demographics and socio-economic levels to advance its mission of enriching the quality of life in Sonoma County through superior public services.

EXPERIENCE/EDUCATION REQUIREMENTS

The minimum qualifications for this position typically include a bachelor's degree in business administration, public administration, management, finance, economics, or accounting, and five years of increasingly responsible experience in a private or governmental agency with responsibility in administration or financial analysis, including systems, procedures, and program evaluation. Additional qualifying experience may be substituted for the college education on a year-for-year basis. At least two years of experience in a responsible executive-level administrative or management capacity with a governmental/public sector agency, including supervising professional-level staff, is required.



The most qualified and desirable candidates will possess an executive management background that includes at least five years in the capacity of County Administrator, Assistant/Deputy County Administrator, County Department Head, Assistant/Deputy Department Head, City Manager, Assistant/Deputy City Manager, or a related position within a complex and challenging public sector environment.

COMPENSATION

The annual salary range for the Assistant County Administrator is \$235,072 - \$285,726, depending upon experience. In addition, the County of Sonoma provides a robust benefits package. Benefits described herein do not represent a contract and may be changed without notice.

PAID TIME OFF: Competitive vacation accrual and additional management leave annually; 12 paid holidays and an additional 8 floating holiday hours per year; generous sick leave accruals.

HEALTH BENEFITS: A range of health plans with several options, in which the premium benefits cover 100% of the employee's cost; dental, vision, disability, life insurance, wellness and professional development, and more.

RETIREMENT: County Employees Retirement Law of 1937, which has reciprocity with other public retirement systems. Retirement is fully integrated with Social Security. New employees, as defined and eligible, will be PEPRA plan members and receive a 2.5% at 67 formula, or those



SEARCH SCHEDULE

Filing Deadline.....October 10, 2024 by 11:59PM

Panel Interviews.....October 29, 2024

Final Selection Interviews with County Executive.....October 30, 2024

Please be mindful of the planned timeframe. Although it may be subject to change, it would be wise to plan availability around these dates and submit application materials as early as possible.

individuals who meet certain criteria, including establishing reciprocity eligibility, will be Legacy plan members and receive 3% at 60. For more information about reciprocity, please visit Sonoma County Employees' Retirement Association website at <https://scretire.org/>.

INCENTIVE RETIREMENT SAVING

PLAN : A defined contribution 401(a) plan; a 3% County "foundation" contribution and voluntary IRS 457 plan Pre-Tax employee contribution up to IRS annual maximum, plus a 100% County match of employee contribution deposit into the 401(a) account (up to 1% of base salary).

POST-RETIREMENT MEDICAL: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

RELOCATION REIMBURSEMENT:

Reimbursement may be authorized for the successful candidate.

CELL PHONE STIPEND: Optional monthly stipend of \$50/month (if not assigned a County-issued phone).

EMPLOYEE ASSISTANCE PROGRAM:

County offered at no employee cost.

HYBRID WORK POLICY: The County Administrator's Office team members are allowed a maximum of 2 days/week of remote work. While flexible work arrangements are acceptable as needed, this position is expected to be onsite most of the time.

Additional details on employment for management employees may be found in the Salary Resolution [here](#).

THE RECRUITMENT PROCESS

To apply for this exciting and special career opportunity, please go to www.yourpath2sonomacounty.org to submit an online job application, including a resume and cover letter that articulates your experience, responsibilities, pertinent accomplishments, and why you are interested in the position, as well as respond to the supplemental questions. The filing deadline is Thursday, October 10, 2024, by 11:59PM.

The County of Sonoma values diversity and is dedicated to creating a workplace environment that provides individuals with a sense of belonging. We are committed to having a diverse workforce that is representative of the communities we serve. The County is proud to be an Equal Opportunity Employer where all aspects of employment are based on merit, competence, performance, and business need.

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Please do not hesitate to contact Danielle Noble, Executive Recruiter with Peckham & McKenney, toll-free at (866) 912-1919 if you have any questions regarding this position or the recruitment process.

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