



ASSISTANT COUNTY ADMINISTRATIVE OFFICER

\$130,000 - \$155,000

Plus Excellent Benefits

Apply by

August 30, 2020

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Mono County's spectacular high altitude setting in California's Eastern Sierra boasts wide-open spaces, vibrant rural communities and a four-season climate, with unparalleled opportunities for outdoor recreation and access to public land.

This is an excellent opportunity for a dynamic public-sector management professional to play a critical role in enhancing an organization with dedicated employees. If you possess strong interpersonal and leadership skills, have an eye for strategically improving public services, and enjoy taking a collaborative approach, this is the right position for you!

THE REGION

Situated on the eastern slope of the Sierra Nevada Mountains in central California, Mono County covers 3,132 square miles and is home to 14,000 residents. Together, the County's 17 census-designated places and one incorporated town, Mammoth Lakes, create a unique blend of vast rural landscapes and charming communities, with an opportunity for mountain resort living. Destinations including Mono Lake, Bodie State Historic Park, Mammoth Mountain, the Humboldt-Toiyabe and Inyo National Forests, and Yosemite National Park bring nearly five million visitors to the County annually, as tourism and outdoor recreation drive the local economy.



The county seat of Bridgeport boasts an iconic, historic courthouse built in 1881. The Bridgeport Valley is known for great trout fishing in streams and lakes, local hot springs, and the nearby Bridgeport Winter Recreation Area for snowmobiling and backcountry skiing. Bridgeport is also known for its close proximity to Bodie State Historic Park, California's official ghost town. From 1877 to 1882, Bodie was known as the 'wildest town in the West' and today brings roughly 200,000 visitors each year.

The County's only incorporated town is Mammoth Lakes, where about half the county's population lives. Mammoth Lakes is home to 11,053-foot high Mammoth Mountain. This world-class ski area offers 3,500 skiable acres and a reliably long season, often lasting from November through the 4th of July. Mammoth Lakes offers all kinds of winter recreation, including Nordic skiing, snowshoeing, snowmobiling, snow cat tours, ice skating, tubing, and sledding. When the snow melts, residents and visitors enjoy hiking and backpacking trails leading to the John Muir and Ansel Adams Wilderness Areas, along with mountain biking, cycling, fishing, kayaking, paddle boarding, golfing, climbing, horseback riding, and endless sightseeing and photography opportunities. The town is a three-hour drive from Reno, and a five-hour drive to multiple major cities including Las Vegas, Los Angeles, and Sacramento. The nearby Mammoth Yosemite Airport offers year-round air service to Los Angeles, and seasonal service to San Francisco and Denver. The town is also home to Mammoth Hospital, a 17-bed Critical Access Hospital with full-time, board-certified staff and 12 outpatient clinics. Mammoth Lakes also has a satellite campus of Cerro Coso Community College.

In the Antelope Valley, Topaz, Coleville, and Walker offer quiet small town living with easy access to Nevada’s Carson Valley and Topaz Lake. Thirty minutes south of Bridgeport, the hauntingly beautiful 69.5 square-mile Mono Lake is one of the oldest lakes in the western hemisphere Mono Lake is a unique and peaceful haven for bird watchers and photographers. Along Mono Lake’s shore, the community of Lee Vining provides small-town hospitality, motels, restaurants, service stations, and a market for those passing through or looking to stay. Lee Vining serves as a seasonal gateway to world-famous Yosemite National Park, as the park’s eastern entrance at Tioga Pass is 12 miles west of town.

Continuing south in the Mono Basin, the June Lake Loop is a popular summer and fall destination for fishing, hiking and photography. In winter, June Mountain Ski Area draws many snow sports enthusiasts. The area’s quaint downtown also offers a number of lodges, shops, restaurants and a brewery. Crowley Lake and Swall Meadows sit in southern Mono County and serve as residential communities with room to grow and expansive views. The Tri-Valley is located in the southeast corner of the County at the base of the white mountains and is primarily an agricultural area.

COUNTY GOVERNMENT

Founded in 1861, Mono County is governed by a five-member Board of Supervisors serving overlapping four-year terms. The Board of Supervisors provides overall direction to the County and acts as a forum for identifying the needs and desires of citizens, determining community consensus, and matching those needs with available County resources. The County employs approximately 320 FTE’s and has a Fiscal Year 2019-2020 Budget of \$134.9 Million. County departments are led by a combination of elected and appointed officials and include: Administration, Agriculture Commissioner, Animal Control, Assessor, Finance Director, Behavioral Health, Child Support Services, Clerk Recorder/Registrar/Clerk of the Board, Community Development, County Counsel, District Attorney, Economic Development, Elections, EMS, Environmental Health, Human Resources, Information Technology, Probation, Public Health, Public Works, Sheriff - Coroner, Social Services, Treasurer - Tax Collector, Veteran Services, and Workforce Services.

THE DEPARTMENT

Operating with 7.0 FTE’s on a 2019/2020 budget of \$3,702,085, the Mono County Administrative Office plans, monitors, and coordinates County operations assuring that Board policies are carried out in the most cost-effective manner. In addition to providing administration and executive management services to the County, the County Administrative Office also includes the Human Resources Department and Risk Management Department.

THE POSITION

Under the administrative direction of the County Administrative Officer, the Assistant County Administrative Officer (ACAO) assists with planning, organizing, reviewing, managing, and supervising the functions of the County government. The ACAO is a key member of the senior management team and represents the County policies and programs with County staff, community organizations, other agencies, and the public, as delegated. The ACAO will also perform a variety of special projects and assignments as delegated by the County Administrative Officer; and to do related work as required.



Other responsibilities include:

- Assists Department Heads with preparation of budget requests, development of final expenditure recommendations, and presentation of the budget to the County Board of Supervisors.
- May present agenda item recommendations at meetings of the Board of Supervisors.
- Serves on special committees and performs a variety of special studies and projects, as delegated, developing recommendations and reports on the operations and efficiency of County government.
- Meets with County Department Heads, answering questions and providing support and assistance, as delegated.

- Assists with development of Countywide and Departmental Strategic Plans and performance measurement.
- Assists with reviews of the County organization plan, developing recommendations regarding the transfer, reassignment, addition, deletion, and consolidation of County functions.
- Coordinates the preparation, execution, and management of assigned County contracts and leases.
- Responds to citizen requests and complaints, referring them to other County management staff, as warranted.
- Represents Board of Supervisors policies and County programs and services with County staff, the public, community organizations, and other government agencies.

OPPORTUNITIES & CHALLENGES

The Community

Mono County is a rural setting with most of the population residing within the Town of Mammoth Lakes. Contrasts between the Town and the County's unincorporated areas create unique challenges for service provision and housing availability. The Assistant CAO would be engaged in efforts to sustainably address divergent needs.

Organizational Development

In order to develop internal talent and create a culture where all employees can reach their full potential, this position will be involved in performance management initiatives including establishment of key organizational objectives and reward programs.

Management of the Organization

It is expected that the Assistant CAO will be responsible for supporting and serving as a budgetary and systems resource for Department leadership.



IDEAL CANDIDATE PROFILE

The County Administrative Officer seeks a candidate who is an innovative, strategic, and proactive leader with a record of gaining results through collaboration, engagement, and accountability. Success in this position demands excellent interpersonal and communication skills, in service to strong organizational management skills.

Experience and Education:

Candidates must have at least six (6) years of experience performing a variety of administrative and fiscal analysis work, preferably including work in a public agency involving development and administration of programs, budgets, and public services. Advanced educational training in subjects related to the development and administration of county government, including a bachelor's degree in Public Administration, or a closely related field is highly desirable. An appropriate master's degree is also desirable. Candidates must possess or obtain a valid Driver's license.

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.
- Laws, rules, ordinances, and legislative processes controlling Mono County government services and operations.
- Organization, problems, and functions of county government.
- Research and evaluation methods.
- Personnel, employer-employee relations, and equal employment opportunity programs, procedures, and requirements.
- Principles of management, supervision, training, and employee evaluation.
- Grant procurement and administration.
- Experience in change management and familiarity with the characteristics of high-performance organizations.

Ability to:

- Perform analytical and financial analysis of complex issues.
- Be flexible and perform the duties of a generalist since a broad spectrum of challenges may present themselves.
- Analyze and develop policies including making recommendations while understanding the impact and consequences.

- Assist with planning, organizing, managing, coordinating, and supervise the functions and services of the County to achieve efficient operations and achieve program goals.
- Perform a variety of analytical assignments with associated conclusions and recommendations.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Evaluate, formulate, and develop recommendations on improvements to County operations, programs, and services.
- Provide advice and consultation to the County management on the development of ordinances, regulations, programs, and policies.
- Communicate well during public presentations.
- Exercise supervisory and management authority tactfully and effectively.
- Effectively represent the County's policies, programs, and services with the public, community organizations, County staff, and other government agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers /clients.
- Analyze policies and their impact to the organization.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service and the continuous improvement of County services.

COMPENSATION & BENEFITS

- **\$130,000 - \$155,000 DOQ**
- Medical, Dental, and Vision Insurance
- Life and AD&D Insurance
- CalPERS
- Flexible Spending Account
- 457/401a Deferred Compensation
- Employee Assistance Program
- Optional Insurances' including Accident, Cancer/Specified Disease, Critical Illness, Dental, Hospital Confinement Indemnity, Life, Short Term Disability, and Vision Insurance.
- Multiple Wellness Programs
- 12 Sick Days
- 13 Holidays
- 2 Personal Holidays
- 15 Days' Vacation
- 80 Hours Merit Leave

**For more information,
please visit:
www.monocounty.ca.gov**

Mono County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 30, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Mono County, CA – Assistant County Administrative Officer**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

371 NE Gilman Blvd., Ste 310
Issaquah, WA 98027
206.368.0050