

The County of Placer, California  
is seeking a highly skilled professional for the position of

# **DEPUTY COUNTY EXECUTIVE OFFICER FINANCE AND BUDGET**

*(Unclassified/At-Will Position)*







## THE OPPORTUNITY

This is an outstanding career opportunity to join the Placer County Executive Office and contribute to the continued success of this progressive and innovative organization. Reporting to the Assistant County Executive Officer, this position is one of four Deputy County Executive Officers that comprise the County Executive's leadership team. Specifically, this Deputy County Executive Officer will be responsible for financial management, budget development and fiscal policy making. Additionally, this position will oversee development of the County Executive Office's budget and manage personnel activities for the County Executive's Office including the supervision of budget analysts, management analysts and accounting staff.

## VIBRANT COMMUNITIES WITH EXTRAORDINARY POTENTIAL

Placer County represents a prosperous community characterized by a healthy and diverse economy, attractive business environment, and residents who benefit from a developed educational, safety, and healthcare infrastructure, in addition to a wide variety of recreational opportunities. The government center of Placer County (located in Auburn) is advantageously positioned 30 miles northeast of Sacramento. The total population is approximately 370,000 in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the County. Encompassing 1,506 square miles, Placer County is part of the Sacramento region, which also includes the counties of El Dorado, Sacramento, Sutter, Yolo, Nevada and Yuba. Lake Tahoe is a short 90-minute drive from the most distant part of the county.

## EMPLOYER OF CHOICE AND QUALITY OF LIFE

Placer County is consistently ranked first in quality of life and in the top two of the healthiest counties in California.

Home to Sierra College and William Jessup University, with plans for two additional universities to develop in the western part of the county, Placer also offers exceptional outdoor recreation opportunities and scenic open spaces. A wide range of housing options exist in the County including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties and extensive farmlands with a mix of farming and ranching opportunities.

Outdoor recreation activities in Placer County are abundant all year long from hiking and biking, to horseback riding, rafting on rivers, snowshoeing and skiing. Placer County has a strong heritage as part of California's Gold Country and is considered the Gateway to the Sierra.

## COUNTY GOVERNANCE AND ORGANIZATION STRUCTURE

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. The responsibilities of the appointed County Executive Officer are defined in County Charter. Six County officials elected at-large (Assessor, Auditor-Controller, County Clerk-Recorder-Registrar of Voters, District Attorney, Treasurer-Tax Collector, and Sheriff-Coroner-Marshall). The County's budget for FY 2016/17 is \$815.8 million with a staff of approximately 2600.

## THE POSITION

The Deputy County Executive Officer assigned to this position will provide financial and budget leadership working in collaboration with County departments and the County Executive Office Team.

Typical management responsibilities for this position include:

- Development of financial policy recommendations and funding strategies;
- Oversee the preparation of Placer County's proposed and final annual and multi-year budgets;

- Management of multi-disciplinary teams in the development of policies, plans, goals, objectives, programs and procedures;
- Working with departments on the development and implementation of budget models and policies including long-range projections and strategic recommendations;
- Working effectively with public officials, business leaders, citizen groups and department managers in interdepartmental and diverse team environments;
- Oversee and/or participate in negotiations with contractors, labor unions and various public agencies;
- Coordinate business-to-business, business-to-government and government-to-government forums to improve communication and understanding;
- Increase public awareness and understanding of complex public finance issues and encourage participation in the development of solutions;
- Facilitate, coordinate and lead multi-departmental and community projects to ensure a comprehensive approach in managing the County effectively and efficiently;
- Analyze legislation and ballot initiatives for potential impact on County finances, services and operations;
- Monitor and review operations of departments for fiscal, operational and political implications;
- Review, develop and coordinate the installation or implementation of new systems, projects, programs and procedures;
- Represent the County Executive Office with the public on a variety of boards, task forces and committees and with other public agencies, participate in outside community and professional groups and committees, and provide technical assistance as necessary;
- In the absence of both the County Executive Officer and the Assistant County Executive Officer, assume the responsibility of the County Executive Officer as needed.

## THE IDEAL CANDIDATE

The ideal candidate will be adept at working in a fast paced and complex environment and possess proven leadership and management skills. The ideal candidate is a confident, knowledgeable, and highly experienced professional with a reputation for high standards of ethical conduct, collaboration and quality.

The ideal candidate will be skilled at coordinating multiple assignments to meet mandates or program objectives and will regularly handle complex projects, which will require special expertise, sensitivity, and independent judgment. The ideal candidate should also have comprehensive knowledge of public and special district financing.

The ideal candidate will have experience working with technical and professional staff, elected and appointed officials, contractors and consultants and should have a solid understanding of the principles of county budgeting, organizational analysis, management, supervision and leadership.

The ideal candidate will have experience in establishing and maintaining effective working relationships within an organization as well as with local, regional, State and Federal government agencies and the private and nonprofit sectors.

The ideal candidate will have the ability to analyze, interpret and explain complex policies and procedures both orally and in writing and will be skilled at overseeing the analysis of data and making responsible, professional and cost-effective recommendations and reports.

The ideal candidate will possess five years of increasingly responsible experience in local government, including two years of management responsibility. Experience in financial forecasting, budgeting and activity-based cost accounting,







public financing and policy development is desirable. Candidates must also possess the equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration or a related field. A Master's degree in a related field is highly desirable.

## COMPENSATION AND BENEFITS

The annual salary range for this position is \$126,636 – \$153,926 (starting salary contingent on qualifications and experience). In addition, the County offers an attractive benefits package including:

- Annual Leave: The County provides management employees 100 hours of management leave to be used as time off or paid in cash. Employees also receive thirteen paid holidays per year and accrue 10 – 25 days of vacation annually based on years of service;
- Cafeteria Plan: The County provides \$2,100 per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account or a sponsored 401(k) plan;
- Health, Dental and Vision Insurance: Health coverage is available through CalPERS with the County paying 80% of the selected plan's total premium. Dental and vision insurance are fully paid by the County

for the employee; the employee pays the premium for dependents;

- Life Insurance: The County provides a double indemnity life insurance policy of \$50,000 and an accidental death policy of \$10,000;
- Retirement Plans: The County participates in Social Security and the California Public Employees' Retirement System (CalPERS);
- Auto Allowance: Deputy County Executive Officers can elect to receive a \$550 per month automobile allowance if they are not assigned a permanent overnight vehicle.

## TO BE CONSIDERED

To apply for this excellent career opportunity, please submit a resume and an application via the Placer County website [www.placer.ca.gov/jobs](http://www.placer.ca.gov/jobs) by 5:00 PM, Wednesday, February 22, 2017. Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment physical examination and a background investigation, including fingerprint clearance.

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.



Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment and retaliation is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.