THE COUNTY OF STANISLAUS

Deputy Executive Officer

Submit your application by: August 18, 2017

$95,056.00—$142,604.80 Annually
ABOUT THE COMMUNITY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California’s Central Coast. With an estimated 538,388 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California’s major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices.

The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 38 degrees in the winter, to an average high of 85 degrees in the summer. Temperatures move up into the 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

Stanislaus County has a current year total budget of $1.2 billion and 4,429 full-time positions within 26 agencies and departments.

CHIEF EXECUTIVE OFFICE

The Chief Executive Office provides overall leadership, management and coordination of County government operations. This includes day-to-day management of County resources, budget management, long-range financial planning, human resources and risk management programs, emergency services, capital projects and organizational planning. The office is responsible for implementing policies directed by the Board of Supervisors.

The Chief Executive Office has a long tradition of implementing progressive programs and services supported with strong partnerships throughout the organization. Collaboration with key business partners and community stakeholders is an essential component of the department’s culture. The department consists of 75 employees with a wide range of expertise and professional experience forming a dynamic and rewarding workplace well suited for individual and group development. With strong connections to all sectors of our community, the Chief Executive Office offers unique professional growth opportunities for leaders to emerge at all levels of the organization. Promotions and personal development are celebrated often and reflect our continuous modeling of the County’s official motto…”Striving together to be the best!”

CURRENT OPPORTUNITIES

The Chief Executive Office is recruiting to fill several positions at the Deputy Executive Officer level. Deputy Executive Officers typically report to one of three Assistant Executive Officers, and may be assigned to lead various divisions of the Chief Executive Office. Deputies work closely with the department’s senior leadership team, providing ample opportunity for collaboration and input on strategies and policies guiding County-wide operations. Successful leaders in the Chief Executive Office thrive in an autonomous environment while demonstrating personal initiative and passion for continuous improvement in service to the community.

Current opportunities for Deputy Executive Officers include one position leading the County’s Focus on Prevention initiative and two positions assigned to department Finance and Operations.
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FOCUS ON PREVENTION

Focus on Prevention is a county-wide initiative that aims to improve the quality of life of all Stanislaus residents and families through coordinated prevention efforts that work across multiple sectors, including: government; business; health; non-profit; philanthropy; education; faith; neighborhood; media; and, arts, entertainment, and sports. The movement is led by an active group of community leaders from each sector of the community working together through the Focus on Prevention Stewardship Council.

The Board of Supervisors and Chief Executive Office recognize the need to establish dedicated leadership at the top of the organization to further develop and sustain the efforts of the Focus on Prevention initiative. This position will serve as the main project champion on behalf of County leadership within the County organization and externally with community leadership structures. The position requires a highly talented individual with the ability to facilitate collective impact activities including inspiring vision and strategies, creating greater alignment of intention and will, building public will and trust, establishing indicators to measure meaningful progress and building the backbone infrastructure to support the effort. The ideal candidate will be a person with a proven track record of credibility, integrity, relationship building, ownership and bridge building. This individual will need to model strong leadership skills, be committed to collaboration, offer creative approaches to problems, respect diversity and demonstrate a clear vision for leading the initiative into the future. The position will oversee management and support staff assigned to promote various components of the initiative. Potential candidates for this position are encouraged to learn more about this exciting movement through www.preventionfocus.net.

FINANCE AND OPERATIONS

The Chief Executive Office is the central hub of County government operations, including the coordination of all County-wide activities supporting finance, budget, human resources, capital projects, risk management and community issues of public policy and administration of government affairs. Deputy Executive Officers serve as key representatives of County leadership in working with assigned CEO management staff and County departments to align organizational strategies with all functions of County government. Successful candidates for these positions may be assigned a variety of departmental assignments grouped within County priority areas, such as public safety, health and human services, etc. Ideal candidates will enjoy the opportunity to demonstrate leadership in a dynamic results-driven environment, while leveraging creativity and team building skills in the pursuit of progressive solutions to serve our community. Depending on emerging Board of Supervisors’ priorities, organizational needs and the skills and passion of Senior Leadership, Deputy Executive Officers may also serve as the director of a functional area, for example: County Budget, Capital Projects, or Risk Management.

SKILLS/ABILITIES

- Develop and direct the implementation of goals, objectives, work standards, and policies and procedures
- Prepare and recommend long-range plans for County service and programs
- Apply sound administrative judgment to analyze and solve simple through complex administrative, budgetary, and/or organizational problems
- Represent the County in meetings with public officials, department heads, other public agencies, and community partners to gather input, assess needs, develop priorities, and implement and maintain effective County-wide projects and programs
- Prepare and present basic comprehensive reports, spreadsheets, statistical data and recommendations
- Work independently, as well as harmoniously, with departmental personnel
- Remain abreast of developments in the field of public administration
- Effectively implement change
- Inspire individuals
- Facilitate meetings and bring diverse groups together towards unified organizational goals and direction
- Exercise skill in interpersonal relationship necessary to achieve positive results
SKILLS/ABILITIES (continued)

- Exercise effective leadership with others
- Communicate effectively
- Write clearly and concisely
- Maintain confidential information according to legal standards and/or County policies
- Sit or stand at a desk for extended periods of time
- Drive a vehicle

KNOWLEDGE

- Public sector budgeting standards and procedures
- Leadership and decision making techniques
- Dynamics of staff and line personnel relationships
- Effective supervisory practices and techniques
- Effective public speaking practices and techniques
- Administrative principles and practices, including budgeting, goals and objectives, work planning, and employee supervision
- Statistical methods used for management analysis
- General Accepted Accounting Principles (GAAP)
- Principles of personnel administration
- Computer applications (i.e. word processing, spreadsheets)
- Project Management principles and practices

EDUCATION AND EXPERIENCE

- Graduation from an accredited four-year college or university with a degree in Public or Business Administration or a closely related field; AND
- Five years of progressive experience in financial, administrative or operational management in the public sector, including experience which demonstrates the knowledge, skills and abilities listed above.

DESIRABLE QUALIFICATIONS

- Supervisory experience directing the work of clerical, technical or administrative personnel.
- Advanced education focused on public or business administration or a closely related field.

COMPENSATION

Salary is $95,056.00—$142,604.80 annually.
Stanislaus County also offers a fringe benefits package Executives which typically includes:

- Retirement benefit (2% at approximately age 61 formula);
- Health Plan coverage for employee and dependents (health, dental, vision);
- County paid Deferred Compensation at 1.5% of base salary;
- Two weeks annual vacation accrual upon entering County service (after completion of two years service, three weeks of annual vacation is earned; after completion ten years service, four weeks of annual vacation is earned; after completion of 20 years service, five weeks of vacation is earned per year);
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COMPENSATION (Continued)

- 32 additional vacation hours annually;
- 56 hours administrative/management leave per year (does not carryover);
- 96 hours of sick leave annually;
- 10 paid holidays annually;
- Term life insurance;
- Disability protection;
- Automobile allowance;
- Portion of out-of-area moving expenses (Applicants should be willing to relocate to Stanislaus County).

CLASSIFICATION INFORMATION/EQUAL EMPLOYMENT OPPORTUNITY/FINAL FILING DATE

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered “at-will” and designated Management for labor relations purposes.

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications. The online County Application is the primary tool used to evaluate your job qualifications.

Resumes will not be accepted in lieu of a completed application form.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodation Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the “Additional Information” section of the application form. http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening and job-related background investigation;
- Perform job duties in a manner assuring a safe working environment for oneself and others; and
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/Personnel.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at http://www.stancounty.com/riskmgmt/ under "Disability Management".