Senior Management Consultant
(Manager IV)

Apply by:
December 12, 2018
$78,187.20-$117,291.20 Annually
About The County

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 features industries. The County is also home to Stanislaus 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 Fahrenheit in the winter, to an average high of 85 degrees in the summer.

About the Department

Working for the Chief Executive Office is an exciting opportunity for the right candidate who wants to work in the heart of County administration, in support of the County’s commitment and vision to be “a county that is respected for its service in the community and known as the best in America.” The Chief Executive Office is responsible for implementing policy directives from the Board of Supervisors, overseeing operations of 26 County Departments and working with various community organizations and constituents. Working in this capacity you will have opportunity to comprehensively view the County operations and assist in achieving our goals and objectives. Although budget administration and policy are a big part of the work, you will also be involved in various projects where you will perform research, forecasting, data analysis, report on trends, prepare public presentations, respond to requests from the Board of Supervisors, and provide recommendations to decision makers. The Chief Executive Office is the place to be if you are interested in understanding County Government at the top level and making a difference in the community.
GENERAL INFORMATION

This recruitment is being conducted to fill a vacancy in the Chief Executive Office and establish an eligible list to fill future full-time and part-time vacancies. Qualified candidates from other public agencies may qualify for lateral hiring incentives and/or 1937 Retirement Act reciprocity.

ABOUT THE POSITION

The Senior Management Consultant is typically assigned to work and liaise with various County departments to directly support on fiscal and policy matters, and becomes intricately involved in these departmental planning processes, programs, projects, fiscal challenges and monitoring of their success in organizational performance. In this capacity, the Senior Management Consultant works closely with the Chief Operations Officer on policy-related decisions that are generally high-profile and actions that have a significant impact on the County Organization, Programs and the Community we serve. Work focuses on budget analysis and recommendations, program support and analysis, County fiscal sustainability, legislation and all facets of County government operations. Managers are typically assigned to one of five teams: Finance and Operations; Strong Communities; Human Resources; Healthy Community; or Capital Projects. This specific opening is in the Healthy Community Program area.

The current Manager IV opening is on the Healthy Community team and will provide budget and operations support and guidance to the Department of Aging and Veterans Services, Behavioral Health and Recovery Services, Child Support Services, Community Services Agency, Health Services Agency, and Children and Families Commission.

TYPICAL TASKS

- Provide fiscal advice and technical assistance in the preparation of multiple Departments’ annual budgets and quarterly budget updates;
- Develop and monitor performance of the Department’s budgets throughout the year;
- Evaluate proposed departmental operational and fiscal strategic and budgetary plans;
- Ensure assigned Departments’ budgets and performance align with County objectives and Board of Supervisors’ priorities;
- Serve in a consultative role to assigned Departments, and serve in a highly technical advisory capacity to Department executives;
- Review prospective programs, funding changes, new initiatives, capital expenditures and provide recommendations to assist with the funding of new or existing programs;
- Assist in recommending program prioritization, and reallocation of funds;
- Perform research, forecasting, create reports and prepare presentations;
- Assist with long-range financial planning, specialized studies, and special projects;
- Assist in the development and execution of implementation strategies consistent with County-wide goals and objectives in assigned functional area;
- Review, analyze and provide recommendations for organizational and/or operational issues and their impact on County operations;
- Demonstrate a sound understanding of multi-jurisdictional funding streams and regulations governing funding and expense utilization/reporting requirements;
- Use of local government financial systems to extract, analyze and present data;
- Assist the Chief Executive Office Senior Leadership with analysis of proposed plans, projects and budgets, and provide recommendations;
- Ensure assigned Departments’ compliance with mandates, rules, regulations, policies and procedures in assigned functional area;
- Assist in developing goals, objectives, policies and procedures for the Chief Executive Office and/or assigned Departments;
- Conduct presentations on County or assigned functional area’s operations and activities to internal and external customers;
- Take ownership of projects;
- Have a customer service focus;
- Take pride in delivering quality services to a variety of customers;
- Build effective relationships;
- Be committed to meeting the expectations and needs of customers;
TYPICAL TASKS (CONT.)

- Work and communicate successfully with team members and others; and
- Uphold public trust through leading with integrity and unquestionable ethics.

MINIMUM QUALIFICATIONS:

SKILLS/ABILITY

- Analyze complex administrative issues, define problems accurately, conduct thorough research and make logical and practical recommendations;
- Prepare and present comprehensive management reports, spreadsheets, statistical data and recommendations;
- Review, interpret and provide guidance on current or proposed County ordinances/policies, State and Federal laws and regulations;
- Work independently as well as harmoniously with departmental personnel;
- Manage assignments to completion in a timely manner;
- Make public presentations;
- Establish goals and objectives, participate in strategic planning and outcome measurement;
- Display innovation and creativity in managing operations and problem solving;
- Work independently with minimal supervision;
- Facilitate training and other group interactions;
- Promote positive relationships with business partners and the general public;
- Define key business processes and develop recommendations for improving service efficiency and quality;
- Maintain confidential information according to legal standards and/or County policies;
- Communicate effectively;
- Write clearly and concisely;
- Sit at a desk for extended amounts of time;
- Apply sound administrative judgment to analyze and solve simple through complex labor relations, budgetary, recruitment and/or organizational problems;
- Remain abreast of developments in the fields of labor relations and public administration;
- Work such hours as are necessary to accomplish the requirements of the job; and
- Lead, facilitate and develop project teams.

KNOWLEDGE

- Operations, services and activities of County government;
- Authorities and accountabilities vested in the Chief Executive Officer, Board of Supervisor and agency/department heads;
- Goals and objectives of agencies/departments to which the position is assigned;
- Highly complex principles, practices and trends of public and business administration including management and supportive services such as budget, finance, human resources, organizational development and legislative affairs;
- Principles and practices of budget development, administration and control;
- Formal and informal aspects of the legislative process on local, state and national levels and their impact on County government;
- Theories, operational practices and principles in area of assignment;
- Procurement methods and contracting procedures;
- Highly complex research methods and techniques;
- Methods and techniques of conducting analytical studies, developing recommendations and presenting findings;
- Principles and practices of leadership;
- Principles and practices of supervision, training and human resource management;
- Management and supervisory authority with respect to enforcement of County policies and procedures;
- Methods and techniques for effectively representing the County, including public presentations and working with a variety of individuals from various socio-economic, cultural and ethnic backgrounds;
- Methods and techniques of providing quality customer service to County staff and members of the public;
- The use of modern computer systems and software applications relevant to assigned areas of responsibility;
KNOWLEDGE (CONT.)

- The role and technology in improving business processes and efficiencies; and
- Federal, State, and local laws, ordinances and regulations related to assigned area of responsibility.

EDUCATION/EXPERIENCE

- Graduation from an accredited four-year college or university with a degree in business or public administration or a closely related field; AND
- Six (6) years of experience in providing complex professional-level organizational support in finance and operations.

DESIRABLE QUALIFICATION

- Possession of a Master’s degree in business or public administration.

CLASSIFICATION INFORMATION

Unless otherwise provided, the Senior Management Consultant (Manager IV) is part of the Unclassified Service of the County and is considered “at will” and designated Management for labor relations purposes.

EQUAL EMPLOYMENT OPPORTUNITY

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.

APPLICATION PROCEDURES/FINAL FILING DATE

To begin the application process, go to www.stanjobs.org. 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.

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

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application form. Information on your resume and cover letter will not substitute for the education, work experience, and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

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.


GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulation 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.

PUBLIC SERVICE LOAN FORGIVENESS PROGRAM

Find out if you qualify for the AES Public Service Loan Forgiveness program for full-time public sector employees (PSLF) by contacting (866) 706 - 5005. Visit https://studentaid.ed.gov/sa/repay-loans/forgivenesscancellation/public-service

WELLNESS PROGRAM

earn more about Club Wellness, a program designed to facilitate and encourage the good health of the Stanislaus County’s workforce. http://myclubwellness.org

COMPENSATION PACKAGE

$78,187.20 - 117,291.20 Annually

Stanislaus County also offers an excellent fringe benefits package for its executives that typically includes:

- Excellent 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 (beginning the third year, three weeks; beginning the 11th year, four weeks; beginning the 21st year, five weeks of vacation per year)
- 32 additional vacation hours annually
- 56 hours administrative / management leave per year (does not carry over)
- 96 hours of sick leave annually
- Term life insurance
- Disability protection
- Portion of out-of-area moving expenses
- $900 Professional Development allowance (does not carry over)

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this bulletin 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 Understanding, and such information prevails over information contained in this bulletin. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.

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.”