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EXECUTIVE SEARCH

**Assistant County
Administrative Officer**
INYO COUNTY, CALIFORNIA

THE ADVENTURE CAPITAL OF THE WORLD!

Inyo County, the second largest county in California, is a land of magnificent natural diversity. This beautiful county of superlatives has it all. From Mount Whitney, the highest elevation in the continental U.S., to Death Valley, the lowest elevation in North America, to the Ancient Bristlecone Pine Forest where the oldest living trees in the world live, Inyo County is an unbelievable place to visit or call home.

The county offers the full spectrum of adventure and relaxation in settings that include the absolute stillness and peace of the desert, meadows blanketed with wildflowers, rushing mountain streams, and wind-whipped, snow-covered granite peaks. Nature's striking beauty and the area's rich history are on full display and accessible by two wheels or four, or on foot, mule, or horseback.

For outdoor enthusiasts, Inyo County is a year-round playground. The proximity to the John Muir Trail, Pacific Crest Trail, Death Valley, and Yosemite, Sequoia, and Kings Canyon national parks provides easy access to hiking to suit all ability levels, camping and glamping, prime hunting and



fishing lands, rock climbing, horse or mule packing, hang gliding, skydiving, off-road adventuring, mountain biking, and world-class skiing. The county's historic towns provide professional services and equipment for all measure of excursions.

Known for its rich culture and heritage, Inyo County has for thousands of years been the historic homeland for the Paiute and Timbisha people (today the county is home to five federally recognized tribes, from Bishop to Death Valley). Pioneering, mining, railroading, ranching, and farming also feature heavily in the compelling story of Inyo County. The quaint town of Independence serves as the County of Inyo seat, home of the historic Inyo County Courthouse and departments such as Public Works, Planning, Auditor-Controller, Clerk-Recorder, and Treasurer-Tax Collector. Other Inyo County offices are spread

from Tecopa to Bishop, the only incorporated city in the county. With a regional population of approximately 12,000 (total county population is approximately 19,000), Bishop offers the expected comforts of a destination location fueled by tourism, including great restaurants, unique retail shops and art galleries, grocery stores, lodging, a museum, movie theater, and community college.

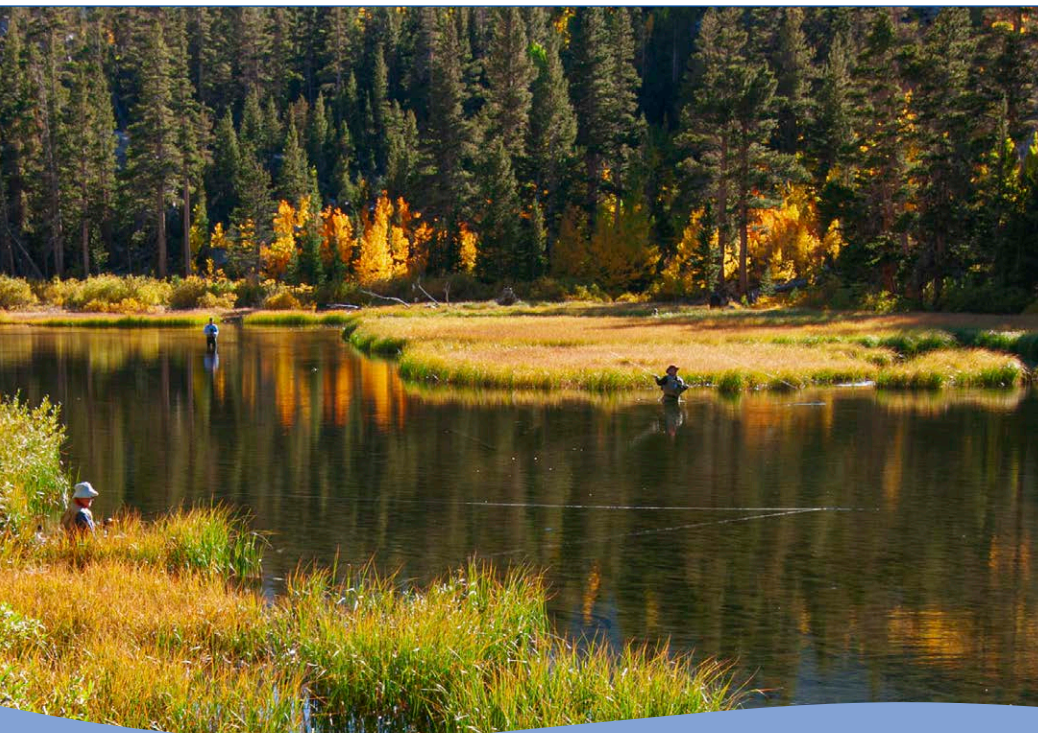
To learn more about Inyo County government services, please visit <https://inyocounty.us>. Visitor information can be found at <https://inyocountyvisitor.com>.

THE ORGANIZATION

Inyo County is governed by a five-member Board of Supervisors serving overlapping four-year terms. The County employs approximately 500 FTE staff with a Fiscal Year 2023-2024 Budget of \$157 million, including a \$87 million General Fund Budget. The County Administrative Officer (CAO) reports directly to the Board of Supervisors and is responsible for managing the day-to-day operations of the County. The County team includes eight elected and 10 Board-appointed department heads who oversee the departments of Agricultural Commissioner, Auditor-Controller, Assessor, Child Support Services, Clerk-Recorder, Coroner, County Counsel, District Attorney, Farm Advisor, Environmental Health, Health & Human Services, Planning, Probation, Public Administrator-Public Guardian, Public Works/Road, Sheriff/Jail, Treasurer-Tax Collector, and Water.

THE DEPARTMENT

The CAO's Office encompasses the divisions of Clerk of the Board, County Library, Economic Development, Emergency Services, Eastern California Museum, Information Services, Motor Pool, Personnel, Public Defender,



Purchasing, and Risk Management. In addition to providing support to various departments, the CAO's Office:

- Plans, monitors, and oversees County operations, ensuring that Board policies and County priorities are carried out in the most cost-effective manner;



- Formulates short- and long-range plans and budgets;
- Operates a Countywide Project Management Office which supports multi-departmental and special projects, and assists with funding and legislative needs;
- Reviews, monitors, and recommends County structure, programs, services, and budgets;
- Recommends, interprets, carries out, and enforces policies;
- Supports the administration of department heads and units of government over which the Board of Supervisors has responsibility;
- Prepares and coordinates Board agendas;
- Reviews legislation for potential impacts to the County and prepares appropriate recommendations; and
- Represents the Board in the County's intergovernmental relations.

THE POSITION

Reporting to the CAO, the Assistant County Administrative Officer (ACAO) is a trusted advisor, right-hand person, and confidante of the CAO and an assistant to relieve the CAO of operational matters of a complex County. The Assistant CAO will manage and direct the activities of assigned County departments, divisions, and work units; provide administrative and policy guidance to County department heads; plan, organize, and direct the activities of assigned divisions and activities of the County Administrative Office; provide highly complex staff assistance to the County Administrative Officer; assume the responsibilities of the CAO as assigned or required in his/her absence; and, function as a positive and proactive team leader and team member.

THE IDEAL CANDIDATE

The CAO fosters a trust-based organization and as such is seeking an exceptionally collaborative leader, who can establish a relationship of confidence and trust with the CAO, Board of Supervisors, department directors (elected and appointed), staff, and the community. The ideal candidate will possess outstanding leadership skills with a proven track record of serving as a coach and mentor. They will be diplomatic, professional, ethical, and politically astute, and serve as a resource to the CAO for ideas, work with stakeholders, and lead the County forward toward accomplishing the Board's vision.

Additionally, the successful candidate will be:

- Professional, collaborative, and resourceful; a manager who is hands-on without micro-managing;
- A skilled communicator with outstanding listening skills and a participatory management philosophy that encourages interdepartmental cooperation, coordination, and high productivity;
- Humble, emotionally intelligent, strategic, and visionary;
- A consensus builder, and a leader who can anticipate and resolve issues to prevent their escalation; and
- Self-motivated, and able to juggle multiple projects and tasks.



EXPERIENCE/ EDUCATION REQUIREMENTS

A typical way to obtain the knowledge and abilities would be:

Seven years of progressively responsible professional administrative experience in a governmental agency, including six years of management responsibility, with four years of this management experience being in a California city or county, and possession of a Bachelor's degree from an accredited college or university with major coursework in business, public administration, or a related field. Experience working in human resources and risk management is highly desirable.

THE COMPENSATION PACKAGE

The annual salary range for this position is up to \$168,516, depending on qualifications. A cost-of-living adjustment based on the BLS Riverside – San Bernardino – Ontario Price will be made annually in July (per current MOU, 0% - 4%).

The County offers the following excellent benefits:

LONGEVITY PAY: An additional 2% of base salary paid after 10 years of service, with an additional 2% paid every 5 years up to 8% after 25 years of service.

WORK SCHEDULE: This is a salaried, exempt position which is not held to an exact schedule – rather flexible and periodic remote work is acceptable in coordination with the CAO.

RETIREMENT:

• CalPERS Defined Benefit Pension:

- » Classic members 2% @ 55 – with single highest year final compensation. The County makes the 7% employee contribution on behalf of the employee with the 7% reportable to CalPERS as Employer Paid Member Contribution (EPMC).
- » PEPRAs members 2% @ 62 – with 3-year average final compensation. Employees pay the full employee contribution (50% of the normal cost).



SEARCH SCHEDULE

Filing Deadline:	May 7, 2024
Preliminary Interviews (telephonic):	May 16 & 17, 2024
Recommendation to County:	May 22, 2024
Panel Interviews (In-Person):	May 29, 2024
Finalist Interviews (In-Person):	May 30, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

- 457 Plan – voluntary participation.
- The County participates in the Social Security System and the employee pays the 6.2% contribution and the 1.45% contribution to Medicare.

HEALTH & WELFARE BENEFITS:

- **CalPERS Health Plan:** The County will contribute 80% of the monthly premium for employees and eligible dependents. Additionally, for PPO plans, the County will reimburse employees for 50% of each deductible met for employee and dependent coverage.
- **Cash-in-Lieu:** A generous cash-in-lieu benefit is provided to employees who have other medical insurance and opt out of the County's medical plan.
- **Dental & Vision Insurance:** County paid for the employee and all eligible dependents.
- **Life Insurance:** \$20,000 employee life insurance provided by the County.
- **Short-Term Disability:** County-paid.
- **Retiree Medical:** The County contributes 100% to the employee's retiree medical insurance (with some restrictions if residing outside of Region 2).

ANNUAL PAID TIME OFF: Up to 25 days of vacation based on longevity; 15 days sick leave; 11 holidays; and 5 flex days.



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume with month and year of employment and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email to Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.

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