

## COUNTY ADMINISTRATOR



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH



## THE COUNTY

Yolo County, a dynamic community of over 220,000 residents, proudly stands as one of California's original 27 counties, established in 1850. The majority of its population thrives in the vibrant cities of Davis, West Sacramento, Winters, and Woodland.

Located adjacent to Sacramento, the state capital, Yolo County has emerged as a vital center for cultural and economic activity. With the Sacramento International Airport and two major interstate highways at its core, Yolo County is uniquely positioned for growth and opportunity, making it an ideal destination for those eager to engage with diverse communities, cultures, and industries. Yolo County is a culturally diverse community. The county's population includes a mix of ethnic group including Hispanic or Latino (38%), Caucasian (37%), African American (6%), and Asian (7%).

Covering 661,000 acres, Yolo County is a leading agricultural producer in the nation, with a strong emphasis on farming and ranching. This foundation is enriched by Yolo County being home to University of California, Davis, and the Mondavi Center for the Performing Arts, which offers a variety of educational, artistic, and entertaining experiences. Outdoor enthusiasts can enjoy activities such as whitewater rafting on Cache Creek, cycling along picturesque country roads, and fishing or engaging in water sports on the Sacramento River. West Sacramento is home to the Sacramento River Cats minor league baseball team and temporarily hosts the Athletics, contributing to a vibrant sports scene that attracts economic development opportunities.

Yolo County's strategic location offers residents easy access to the stunning San Francisco Bay Area, the renowned Napa-Sonoma wine region, and the breathtaking Sierra Nevada and Lake Tahoe ski resorts—all within a two-hour drive, combining adventure with convenience. County of Yolo has a meaningful government-to-government relationship with the Yocha Dehe Wintun Nation located in Brooks, California.

Education is a priority in Yolo County, with a range of opportunities from small, rural K-8 schools to larger urban elementary and middle schools. The county's award-winning high schools have achieved remarkable success in academics, athletics, and extracurricular activities, backed by strong community support. In addition to the prestigious University of California, Davis, the county is also home to Woodland Community College, with California State University, Sacramento, easily accessible.

Yolo County operates under an adopted budget of \$753 million for 2024-2025 and employs more than 1,800 dedicated staff members. Governance is provided by an elected five-member Board of Supervisors, each serving four-year terms. The county is organized into 16 departments, encompassing General Governance, Community Services, Health and Human Services, Law and Justice Services,



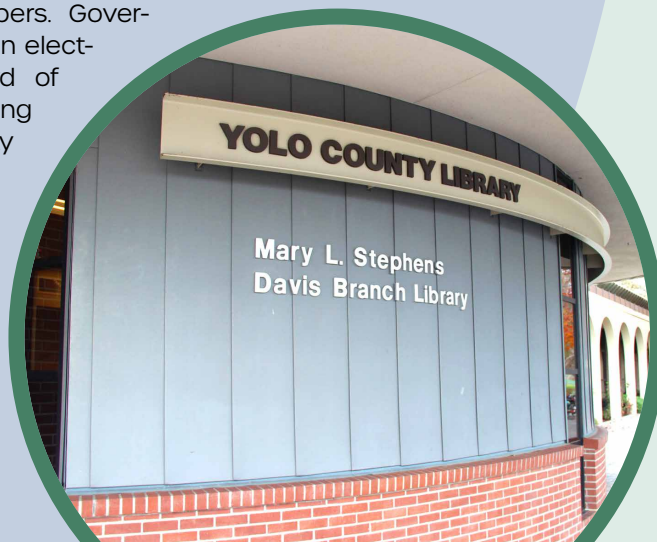
and more. With more than 8 employees per 1,000 residents, Yolo County is committed to delivering essential programs and services which include:

1. As a regional government, the County provides countywide services, including elections, law and justice, public health, agricultural policies and programs, child support services, libraries, animal services, integrated waste management and a landfill. The county also partners with transportation and fire protection districts.
2. For the residents of the unincorporated areas, the County provides all the municipal services a city would provide, including Sheriff's patrol services, waste management, road maintenance, building and safety.
3. As a political subdivision of the State, the County provides state and federal services including children's services, adult protective services, public assistance/self-sufficiency programs, and mental health services.

## THE POSITION

Under policy direction of the Board of Supervisors, the County Administrator is the administrative officer directing and carrying out the policies of the Board of Supervisors. The County Administrator is responsible for translating the direction of the Board of Supervisors into action through its oversight of the delivery of all County services and countywide strategic planning. Additionally, the County Administrator provides insight to the Board regarding community concerns as well as overall County operations and develops recommendations to assist the Board in addressing those issues.

The County Administrator is responsible for the development, preparation, and management of the annual recommended budget; assists with policy development; and participates and coordinates with various local, regional, and statewide organizations.



The County Administrator is also responsible for the overall administration, management, and support functions for the County, specifically the Clerk of the Board, Economic Development, Intergovernmental Relations, Natural Resources, Office of Emergency Services (OES), Public Information, and Tribal Affairs. The County Administrator invests in the County's workforce to ensure excellent service to the community, and support of the County's overarching goals. Essential functions:

- Acts as agent of the Board of Supervisors for the administration of County offices, departments and institutions;
- Coordinates the work of all County offices and departments in such matters that are the concern and responsibility of the Board of Supervisors;
- Directs the analysis and evaluation of annual budget requests of all County departments;
- Directs the preparation of budget recommendations to the Board of Supervisors;
- Directs the continuous review of County expenditures throughout the fiscal year to determine if such expenditures are necessary and in accordance with Board policy;
- Attends meetings of the Board of Supervisors and makes recommendations on the administrative and budgetary matters;
- Plans, organizes and directs the work of the administrative office;
- Selects and evaluates the performance of assigned staff;
- Recommends the appointment of appointed department heads;
- Evaluates in writing the performance of appointive department heads on an annual basis;
- Analyzes and recommends policies and procedures for the orderly conduct of the County's administrative affairs;
- Directs surveys and studies on a wide variety of administrative and budgetary subjects and makes recommendations to the Board;
- Directs the collection, analysis and interpretation of data on departmental activities and coordinates administrative policy with departmental activities;
- Directs the implementation, maintenance and enforcement of County personnel policies and practices as prescribed by Board of Supervisors;
- Represents the Board of Supervisors as assigned in relationships with other governmental agencies;
- Conducts special studies or assignments as the Boards of Supervisors may direct



## THE IDEAL CANDIDATE

The County of Yolo is seeking an approachable team builder who is responsive, engaged, and innovative in managing the County's staff and resources. The ideal candidate will be a collaborative leader with executive management experience and the ability to bring people together resulting in outstanding morale and organizational culture. The new County Administrator will continually develop executive managers, build a culture of trust among staff and the Board of Supervisors, and will win the confidence of department heads. The ideal candidate will be a creative and strategic leader with the expertise to build upon past successes, the vision to track and imagine new opportunities, and the strength of character to inspire others. Those who understand the agricultural community and are passionate about protecting and promoting agriculture and land use are particularly competitive.

The Board of Supervisors is looking for a candidate who can successfully navigate the political landscape while remaining apolitical and who possesses a strong finance and budgeting background. Keeping the Board informed in a timely and accurate manner, treating all Board members even-handedly, and cultivating an environment of trust among the Board is essential. The new County Administrator will oversee policy initiatives and ensure proper outreach and vetting of initiatives in preparation for the Board's consideration and will have the ability to delegate and follow through to ensure the implementation of Board policy.

Experienced organizational leaders who understand how to balance the needs of the organization with





the desires of the Board are sought. The most competitive candidates will have a supportive leadership style while earning the respect of staff and the Board of Supervisors. The ideal candidate holds people accountable while successfully managing competing demands and interests within a framework of public transparency. Those with a strong public service orientation and a sensitivity to those the County serves including a passion for supporting the diverse social, ethnic, and cultural values of the community are desired.

Qualified candidates possess a Bachelor's Degree in Public Administration, Business Administration, Government, Political Science, or a closely related field, and seven (7) years of increasingly responsible experience in City or County government with at least three (3) years of experience in a County at a senior management level. A Master's Degree in Public Administration is desirable.

## COMPENSATION

The current salary for the County Administrator is \$324,625.60 annually. The salary for the selected candidate is negotiable based on experience and qualifications. The County also offers an outstanding benefits package, including:

**Retirement** – CalPERS 2.5% @ 55 – Classic or 2% @ 62 for employees hired into a CalPERS agency for the first time after January 1, 2013. The County participates in Social Security and Medicare programs.

**Health Benefits** – The County offers nine (9) health plans (7 HMO's and 2 PPO's). Department heads receive a benefit package of \$2,393 monthly to purchase health, dental, and vision insurance; the remaining balance paid to the employee as taxable earnings.

**Life Insurance** – The County provides a \$50,000 life and AD&D policy.

**Auto Allowance** – \$570 per month (paid \$263.08 bi-weekly).

**Deferred Compensation** – The County provides \$500 each calendar year when a Department Head contributes a minimum of \$500.

**Annual Leave Benefits** – Holidays: 12 holidays per year, Floating Holidays: 44 hours, Administrative Leave: 80 hours, Vacation: starting at 80 hours (begins accruing after 13 bi-weekly pay periods) with increase to 104 hours after five years of service, Sick Leave: 96 hours.

**Longevity Pay Differential** – 2.5% at 10 years, 5% at 15 years.

## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

**[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)**

**Filing Deadline:  
December 15, 2024**

Following the filing deadline, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. Candidates will be advised of the status of the recruitment following finalists' selection. Finalist interviews will be held with the County of Yolo. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Gary Phillips at:

(916) 784-9080

