



COUNTY ADMINISTRATIVE OFFICER

Photos provided by
Monterey County
Convention & Visitors Bureau



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

THE COMMUNITY

The County of Monterey, with its moderate Mediterranean climate, is a diverse community set in a picturesque coastal location. Miles of beautiful beaches, spectacular mountain ranges, groves of redwoods, low-rolling foothills, and scenic valleys are characteristics that contribute to the quality of life enjoyed by over 432,000 residents. Boasting such world-renowned attractions as the spectacular Big Sur Coast, Laguna Seca Raceway, 17-Mile Drive, Monterey Bay Aquarium, Cannery Row, the Steinbeck Center, the Monterey Jazz and Blues Festivals and Pebble Beach – possibly the world’s most famous golf course, it’s easy to see why so many choose to live here and an estimated 4 million visitors a year make Monterey County their destination of choice.

In addition to a thriving tourist trade, Monterey County’s economy is largely based on a vigorous agricultural industry. Known as the ‘salad bowl of the world’ the Salinas Valley provides fresh strawberries, vegetables, wine grapes, and leafy greens to the entire country. California’s 16th largest county also provides many educational opportunities for its residents including California State University at Monterey Bay, the Middlebury Institute of International Studies at Monterey, Monterey Peninsula College, Hartnell College, the Defense Language Institute, and the Naval Postgraduate School. All these factors combine to make Monterey County a healthy, economically diverse region eager to foster and sustain an enriching lifestyle for its residents.

THE ORGANIZATION

At the local level, the County is governed by a Board of Supervisors. Like all governing bodies, the Monterey County Board of Supervisors is empowered with both legislative and executive authority over the entirety of the county and is the primary governing body for all unincorporated areas within County boundaries. The Board has five elected members, each of whom represents one of five districts in the County.

The mission of Monterey County is to excel at providing quality services for the benefit of all Monterey County residents while developing, maintaining, and enhancing the resources in the area. The County operates according to the following values:

- Assure honesty and integrity in all County actions;
- Provide top quality customer service;
- Practice continuing innovation; and



- Treat fellow employees, customers, and residents with respect and courtesy at all times.

THE COUNTY ADMINISTRATOR’S OFFICE

The Administrative Office oversees the preparation, adoption, and administration of the County’s \$1 billion budget and coordinates the activities of other county departments to ensure the effective accomplishment of the Board’s directions and policies. The CAO’s office includes the Budget and Analysis Office, the Contracts and Purchasing Office, the Finance Office, the Fleet Office, the Intergovernmental and Legislative Affairs Office, and the Office of Emergency Services.

THE POSITION

Under policy direction from the Board of Supervisors, the County Administrative Officer executes and coordinates the management and administrative policies and directives of the Board as well as directing the activities of the Administrative Office. The County Administrative Officer (CAO) is appointed by the Board of Supervisors to oversee the administration of county government and implement decisions made by the Board. This position regularly attends Board meetings and serves as advisor, providing recommendations and assisting in matters of the County budget, finance, and operations. Under the County Code, this position acts as the chief executive officer, the day-to-day manager of county government operations and represents the County and its Board of Supervisors.

The County Administrative Officer serves as agent for the Board ensuring administrative policies and regulations operating programs are carried out effectively. This position also serves as budget and finance officer, assuring development and control of the annual County budget and long-range capital improvements. The CAO is responsible for ongoing communication with department heads and managing reports as may be required to assure adherence to Board policy and successful completion of Board projects. The CAO also studies and recommends changes in legislation and Board policies and methods which will improve County administration and operations. This position recommends revenue raising measures, tax rates and methods for financing capital improvements along with providing a hands-on, collaborative approach to managing a large number of County staff.



THE IDEAL CANDIDATE

The County of Monterey is seeking a strategic, diplomatic, and innovative County Administrative Officer who is forward-thinking and has the necessary vision to take Monterey County to the next level. The ideal candidate is a dynamic leader who understands the diverse environment and has the ability to bring people together, even in the midst of conflict. This person is a master bridge-builder and is proactive in their approach to moderate for the Board and make tough decisions. Candidates who have a strong finance background and a proven track record of delivering big things will be most competitive. Those who have the ability to interpret policy to the public and work cooperatively with community groups and other agencies to meet the needs of the county will excel. The new CAO will possess a thorough knowledge of current and potential revenue sources as well as financing techniques which may be utilized by County governments. Additionally, the ideal candidate understands basic laws and legislative processes controlling state, county, and local governments. Analysis of complex problems and the ability to identify varied solutions with implementation recommendations is highly desired. The most successful candidates have excellent communication and presentation skills as well as an ability to build trust and win people over. Candidates who are passionate for the interests of the County and who possess comprehensive knowledge of the principles



and practices of public administration, including administrative analysis, public fiscal planning and control, as well as policy and program development research will be the most competitive. Qualified candidates possess a Bachelor's degree, or equivalent, in Public or Business Administration, or a closely related field, and five (5) years of progressively responsible experience in an executive or administrative position, preferably in local government, which required formulation and implementation of programs, budgets, and administrative operations. At least two (2) years must have been in a position which involved responsibility for reporting to or working with a legislative body or policy making Board.

COMPENSATION

The County of Monterey offers an excellent compensation and benefits program. The salary range for this position is \$242,112 - \$330,684 annually with the following benefits:

Retirement - 2% at 55 years of age for CalPERS classic members and 2% at 62 for CalPERS new members

Auto Allowance - \$375 per month

Medical Insurance - CalPERS Health Insurance Program

- Preferred Provider Organization (PPO)
- Health Maintenance Organization (HMO)

Dental Insurance - Pacific Health Alliance

- \$2,000 annual max. per covered person
- Orthodontia - \$1,500 lifetime max. per covered person

Vision – Vision Services Plan (VSP)

- Exam, lenses, and frames available every 12 months
- Computer vision glasses available, subject to eligibility

Deferred Compensation 457(b) Plan – All employees in this unit are eligible to contribute to this voluntary plan.

Life Insurance – \$50,000 Group Term Life

Holidays – 11 paid holidays

Vacation – Accrued Annual Leave; accrual computed according to years of service with a maximum accrual of 850 hours.

Health Flexible Spending Accounts:

- Employee may contribute up to the IRS limit, on a pre-tax basis, to the Flexible Spending Account (FSA)
- Employee may contribute up to \$5,000 annually, on a pre-tax basis, to the Dependent Care Assistance Program (DCAP)

The County participates in Social Security and Medicare.

Other Benefits:

Monthly Expense Allowances – \$54.17 for Department Head classes and \$45.84 for all other Y unit classes.

Employee Assistance Program – The EAP offers confidential counseling and referral services to support well-being and resilience in work and life to employees and members of their household.

Professional Development Stipend – \$400 per calendar year.

Employee Physicals – Reimbursement of up to \$300 per fiscal year.

Disability Insurance – County paid Short-term and Long-Term plan

Professional Leave – 10 days per calendar year.

TO APPLY

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

www.bobmurrayassoc.com

Filing Deadline:

October 7, 2022

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. 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. Finalist interviews will be held with the County of Monterey. Candidates will be advised of the status of the recruitment following selection of the County Administrative Officer.

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

(916) 784-9080

