



COUNTY OF SAN LUIS OBISPO

County Administrative Officer



To learn more about
County of San Luis Obispo,
go to: www.slocounty.ca.gov

County Administrative Officer

THE COMMUNITY

San Luis Obispo County, is located along the Pacific Ocean in Central California, between Los Angeles and the San Francisco Bay Area. As of the 2010 census, the population was approximately 280,000. The county seat is San Luis Obispo. San Luis Obispo County (locally, SLO County) comprises the San Luis Obispo-Paso Robles-Arroyo Grande, CA Metropolitan Statistical Area. Father Junipero Serra founded the Mission San Luis Obispo de Tolosa in 1772 and the Mission today is an active part of downtown San Luis Obispo (popularly referred to as SLO or SLO-town). The small size of the County's communities, scattered along the beaches, coastal hills, and mountains of the Santa Lucia range, provides a wide variety of coastal and inland hill ecologies to support fishing, agriculture, and tourist activities.

The mainstays of the economy are California Polytechnic State University with its almost 20,000 students, tourism, and agriculture. San Luis Obispo County is the third largest producer of wine in California, surpassed only by Sonoma and Napa Counties. Wine grapes are the second largest agricultural crop in the county (after strawberries), and the wine production they support creates a direct economic impact and a growing wine country vacation industry.

The town of San Simeon is located at the foot of the ridge where newspaper publisher William Randolph Hearst built the famed Hearst Castle. Other coastal towns (listed from North to South) include Cambria, Cayucos, Morro Bay, and Los Osos - Baywood Park. These cities and villages are located northwest of San Luis Obispo City, and Avila Beach and the Five Cities to the south: Arroyo Grande, Grover Beach, Oceano, Pismo Beach and Halcyon. Nipomo, just south of the Five Cities, borders northern Santa Barbara County. Inland, the cities of Paso Robles, Templeton, and Atascadero lie along the Salinas River, near the Paso Robles wine region. San Luis Obispo lies south of Atascadero and north of the Five Cities region.

About County of San Luis Obispo

County of San Luis Obispo has a 2017-2018 budget of \$590 million and employs approximately 2,780 staff members, who work to serve the community with pride to enhance the economic, environmental and social quality of life. The County's 24 departments provide a variety of services to the community including public works, criminal justice, health care, social services, public safety, general government and internal services. The County is divided into five supervisorial districts. Each district elects a member to the Board of Supervisors for a term of four years.

ADMINISTRATIVE OFFICE MISSION STATEMENT

Advise, interpret, and implement the goals and policies of the Board of Supervisors through effective leadership and management of County services to achieve the County's vision of a safe, healthy, livable, prosperous, and well-governed community.

THE COUNTY ADMINISTRATIVE OFFICE

The Administrative Office assists the Board of Supervisors in managing, directing, and coordinating the operation of all departments over which the Board exercises control. The Administrative Office is responsible for the preparation of the Board's Agenda, the implementation of Board Policies, and the preparation of the County Budget. The department has 20 full-time professional and support staff and an annual budget of approximately \$2.5 million.



THE POSITION

The County of San Luis Obispo is seeking an Administrative Officer who is committed to meeting the goals of the County as directed by the Board of Supervisors. The County Administrative Officer (CAO) is appointed by the Board of Supervisors and shall generally advise, assist, act as agent for, and be responsible to the Board of Supervisors for the proper and efficient administration of the affairs of the County that are placed in his/her charge by the Board. The CAO shall enforce ordinances, orders, policies, and/or regulations as directed by the Board.

OPPORTUNITIES AND PRIORITIES

- With the closing of the Diablo Canyon Power Plant, the CAO must get up to speed quickly on PUC hearings and agreements, and negotiate successful outcomes with all stakeholders.
- Improve economic growth and development and social well-being for all County communities.
- Assist in policy creation and strategies for marijuana control and ordinances.
- Address water-related issues for ground water basin and regulatory compliance.
- Collaborate on plans and strategies related to the affordable housing needs and shortages in the County.
- Expand programs to encourage and attract high performing talent into the County's workforce where expected retirements may create gaps in key skill sets.
- Ensure the continued financial health of the County.

THE IDEAL CANDIDATE

The ideal candidate will be an honest, ethical, and dynamic leader with a record of professional accomplishments that demonstrate his/her ability to effectively lead a large and diverse public organization. A proven record in project management, strategic planning and sound fiscal management skills are essential. This challenging position requires a strong, visionary leader committed to quality improvement, customer service and performance management. A courageous Officer able to negotiate difficult political waters, while remaining focused on organizational goals and being apolitical is required.

KEY COMPETENCIES AND CHARACTERISTICS

Desirable attributes and characteristics for the new County Administrative Officer include but are not limited to the following:

- An individual who possesses personal and professional integrity of the highest order, with an unblemished record as demonstrated in both the public and private life of the candidate.
- A record of developing and maintaining effective professional relationships with the Board of Supervisors, County Staff, other public agencies, the news media, and the public.
- The ability to deliver information and comprehensive research to the Board in a balanced and unbiased manner. Options and solutions will include different sides to an issue with strengths, weaknesses, opportunities, and risks for each alternative.
- An individual who exhibits a calm, centered and confident persona. An effective communicator and good listener who is approachable, trustworthy, respectful and accessible.
- A leader who inspires others to commit to the organization's ideals and to contribute their best through directing, coaching and leading by example.
- Experienced in County and State procedures and compliance standards.
- Skilled in overseeing the County's technical and administrative activities, including long range planning, analysis, and evaluation of all County departments.
- An individual who motivates and collaborates with department heads and staff and who insists on a culture of respect, accountability and transparency.
- The ability to communicate a clear vision and mission, and build consensus; with a demonstrated record of strategic, creative and practical problem-solving abilities.
- A leader who is flexible and responsive to the needs of the entire organization and who can simultaneously manage tactical and strategic issues.

- A visionary and innovative leader and manager who has a record of working effectively with a wide variety of stakeholders in a political environment, who can manage change effectively, and is willing and able to make tough decisions when necessary.
- A demonstrated record of accomplishment in the development and maintenance of strong customer service in the delivery of public services.
- A proven history assessing and evaluating departmental efficiencies to collaborate on improvements and positive change as needed.
- Be a solid, optimistic leader and role model with a positive presence; demonstrate initiative, be action-oriented, exercise good judgment, treat others with respect, be collaborative and approachable.

MINIMUM REQUIREMENTS

- Bachelor's degree in public administration, business, or other related field.
- An advanced degree is preferred.
- A minimum of ten (10) years of administrative and executive experience in public sector employment. Some private sector experience is helpful.
- A minimum of five (5) years in a management or a leadership capacity with a County or City Government organization.
- Demonstrated experience directing budget, personnel, fiscal and other administrative functions in a large scale, public sector environment.
- Proven ability to effectively communicate with public officials, business representatives, civic groups, residents, and other stakeholders.

SALARY AND BENEFITS

The salary range for this position is \$203,153.64 – \$246,916.80.

County of San Luis Obispo offers an excellent benefit package. For details about SLO County benefits, please click here:

<http://www.slocounty.ca.gov/Departments/Human-Resources/Forms-Documents/BenefitS/Benefits-At-A-Glance-by-Bargaining-Unit/Bargaining-Unit-09-Appointed-Department-Heads.aspx>.

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references, as well as the size of staff and budgets you have managed. **The final filing date is Wednesday, September 27, 2017.** The résumé should reflect years and months of employment, beginning/ending dates as well as relevant work experience.

Please forward your materials to:

<https://secure.cpsshr.us/escandidate/JobDetail?ID=266>



Frank Rojas
CPS HR Consulting
Tel: 916 471-3111
Email: resumes@cpsshr.us
Website: www.cpsshr.us/search

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the County. The County will then select candidates to be interviewed by a panel. A final interview process may be scheduled for selected candidates along with extensive reference and background checks. For additional information about this position please contact Frank Rojas.

