

## **SANTA BARBARA COUNTY**

### **Assistant County Executive Officer**

With a spectacular natural setting that includes 50 miles of scenic coastline, beautiful valleys, and rugged peaks to 6,800 feet, Santa Barbara County is one of the most desirable places in the world to live and work. The County boasts strong economic bases in both high technology and agriculture, including a rapidly expanding vineyard industry that produces some of the world's finest wines. The County's 1.6 million acres include a national forest, Vandenberg Air Force Base, eight cities, and substantial open space preserves.

Nestled between the mountains and the sea, the City of Santa Barbara serves as the County seat. Santa Barbara offers a vibrant Old Town with pedestrians, bicycles, and electric shuttles bringing life to outdoor cafes and beautifully landscaped paseos. The city is rich in cultural opportunities with museums, galleries, theater, opera, and film festivals. Residents and visitors alike enjoy visits to local wineries, the zoo, California missions, and other sites of historical interest.

The County includes the agricultural areas surrounding the cities of Lompoc, Santa Maria, Guadalupe, Buellton, and the Danish influence of Solvang in the Santa Ynez Valley, in addition to the coastal communities of Santa Barbara, Goleta, and Carpinteria, as well as the adjacent communities of Montecito and Summerland, and Isla Vista.

Santa Barbara is located 92 miles northwest of Los Angeles and 332 miles south of San Francisco. With its clean air and mild coastal climate, residents and visitors can take advantage of limitless year-round recreational options such as golf, mountain hiking, biking, boating, surfing, fishing, horseback riding, and much more. The community has a wide variety of colleges, universities, and professional trade schools and the area's public schools are consistently above state averages.

### **COUNTY GOVERNMENT**

Santa Barbara County is a service-oriented organization that functions with a workforce of approximately 3,615 regular employees and an annual budget of nearly \$850 million. County employees strive to improve the lives of a diverse population of 415,000. Under the Council-Executive form of government, Santa Barbara County is governed by an elected five-member Board of Supervisors who appoints the County Executive Officer (CEO). There are a total of 22 departments in the County. The Sheriff, District Attorney, Auditor-Controller, Treasurer/Tax Collector, and Clerk-Recorder-Assessor are elected department heads. The Assistant County Executive Officer (ACEO) is an at-will position appointed by and accountable to the County Executive Officer (CEO) on a day-to-day basis.

The County of Santa Barbara wishes to retain the services of an ACEO who will inspire, motivate, and empower key staff and Department Directors. These are critically important leadership traits needed during these challenging economic times.

Additionally, the County seeks someone with strong business acumen and a demonstrated ability to right-size an organization while optimizing services to the community. This requires an individual who believes in the value of public service and is eager to serve the public by supporting and implementing the policies of the Board of Supervisors. The top candidate will appreciate the geographic regions throughout Santa Barbara and embrace the ethnic diversity and contributions of each unique and diverse community served.

## **The Position and Responsibilities of Assistant County Executive Officer**

The ACEO is an at-will executive level position that reports to the County Executive Officer (CEO). The ACEO will work as part of the County Executive team in managing the County's business, setting policy, and providing oversight of six County Departments: Agricultural Commissioner; Community Services; General Services; Planning and Development; Public Defender; and Public Works. The individual selected will:

- Directly supervise the appointed Department Directors under his/her functional area, including conducting annual performance evaluations for submittal and review by the CEO.
- Provide executive leadership and guidance to the CEO in the development and implementation of the County's strategic plan, goals, and priorities, including assigning responsibility for their implementation.
- Conduct research and authorize studies, investigations, and recommendations that result in greater economy, efficiency, and effectiveness in County operations, including comprehensive management review of programs.
- Review and prepare recommendations on agenda items; make staff presentations to the Board; and ensure that agenda items are thorough and provide quality information for Board decision-making.
- Conduct strategic planning around new revenue generation, automation, and more efficient approaches to service delivery, as well as capital improvement master plans.

## **The Ideal Candidate**

The County of Santa Barbara is seeking a high-energy leader who has the vision to maximize potential and opportunities throughout the organization. He/she will have a professional history that displays flexibility, adaptability, and resiliency suitable for the demands of today's dynamic environment. While general familiarity with the areas of responsibility associated with this position is expected, it is critical that the individual be

especially familiar with local governmental organizational structures, regulations, financing, and sound, modern business practices.

The ideal candidate will have extensive experience with strategic planning and proven success in designing and implementing change resulting in enhanced efficiency, streamlined processes, and improved customer service. Demonstration of superior financial acumen and a track record that reveals the ability to create or generate new or alternative revenue sources will be considered favorably. Previous success in identifying and securing external funding and sound grant management will be welcomed.

The individual selected must be a skilled manager of people who can inspire and motivate, while exercising an unwavering commitment to excellence. He/she will have a reputation for holding people accountable to high standards as well as for his/her personal dedication to mentoring and developing staff. Additionally, it is expected that the ACEO will have extensive experience in proactively engaging and interacting with a wide variety of community stakeholders and be adept at managing high-profile and sometimes controversial issues. Therefore, the ideal candidate will have superior interpersonal and communication skills and be known as a confident and innovative leader.

The top candidate will be comfortable operating in a dynamic environment and will be both intuitive and perceptive, knowing when to lead and when to be supportive. In addition, he/she will be results-oriented and someone who can provide options and solutions on a vast array of complex and interesting topics, always acting in the best interest of all communities in Santa Barbara County.

A total of ten years of increasingly complex responsibility in a public sector setting and a minimum of five years experience in the equivalent of a senior management capacity will be expected. A balanced background in both operations and administration applicable to the responsibilities of this position is strongly preferred. A Bachelor's degree in a relevant discipline is required and a Master's degree is highly desirable.

## **Key Competencies of the ACEO**

The County is seeking an individual who is an **experienced executive** who excels in the following areas and has the personal attributes and ability to:

- Provide **executive leadership** supported by a strong and successful public sector career history;
- Lead with **integrity** and **unquestionable ethics**;
- **Appreciate the ethnic diversity** offered by Santa Barbara County and **embrace the history and rich heritage** the community enjoys;

- Be **intellectually smart, strategic**, and a **forward thinker**;
- **Promote access, openness, and responsiveness** – personally setting the example throughout the organization and community;
- **Inspire** others to achieve and contribute at the **highest levels of public service**;
- Blend **innovation and creativity** with an **entrepreneurial style**;
- Be known as a **“people person”** with an **engaging style** that is comfortable interacting with a full spectrum of individuals and one who **welcomes dialogue and debate**;
- Effectively incorporate a **strong business sense** and **financial acumen** to public service;
- Have a passion for promoting the organization as a contributor to economic and community development yet recognize the quality of life valued throughout all areas of the County while dealing with the impact of business, commerce, and the importance of worldwide visitors; and
- Be **solution-oriented** when addressing County needs and **providing sound, fair, and unbiased** advice to the CEO regarding policy issues.

## Compensation and Benefits

The salary range for this position is up to \$175,670 DOQ and is supplemented by a benefits package which includes:

**Benefit Cash Allowance:** Received as cash or applied to enhance benefits.

**Vacation:** Negotiable depending on length of employment.

**Holidays:** 11 days per year.

**Sick Leave:** 12 days per year; unlimited accumulation, one year of which can be converted to service credit upon retirement.

**Health Plan:** Choice of medical (with vision care) and dental plans. County contributes toward the employee’s premium.

**Retirement:** 2% at age 57 fixed benefit retirement plan. Retirement based on highest single year of salary.

**Auto Allowance:** Currently \$205 biweekly.

**Other Benefits:** Term-life insurance; long-term disability insurance; Flexible Spending Plan with choices that include: pre-tax health, life, and accident insurance premiums and health care and dependent care spending accounts.

**Relocation/New Hire Incentive:** The County may provide reimbursement for reasonable relocation expenses up to \$20,000 (as governed by Board policy). At the discretion of the CEO, the County can provide flexible relocation assistance, housing, and student loan offsets, cash incentives, and/or vacation and sick leave pre-accruals in the interest of attracting the best talent to the organization.

The position of ACEO is except from Civil Service and has been classified as an “at-will” position, which means that employee may be terminated at any time for any reason, with or without cause and with or without prior notice.

## **Application and Selection Process**

This recruitment will be open until midnight on **November 2, 2011**. To be considered for this extremely rare and exciting opportunity, please submit cover letter, résumé, and six professional references electronically to:

- **wendi@wbrowncreative.com, or**
- **Fax to 1-866-224-1423**

Contact Wendi Brown: 541-858-0376, or 1-866-929-WBCP, with questions.

Following the closing dates, the candidates with the most relevant qualifications and experience will be forwarded to the CEO for consideration. The County reserves the right to adjust the timeline in accordance with the goals of the recruitment. Please note that references will not be contacted until the final stage of the process, and will be done in close coordination with candidates.

The County of Santa Barbara is an equal opportunity employer. Women, members of minority groups, persons with disabilities, and veterans are encouraged to apply; requests for accommodation by people with disabilities will be given thorough consideration.