



# COUNTY ADMINISTRATIVE OFFICER

**\$165,000 - \$190,000**

*Plus Excellent Benefits*

*Apply by*

**May 29, 2019**

*(First Review, Open Until Filled)*

**PROTHMAN**



**WHY APPLY?**



Mono County's spectacular high altitude setting in California's Eastern Sierra boasts wide-open spaces, vibrant rural communities and a four-season climate, with unparalleled opportunities for outdoor recreation and access to public land.

This is an excellent opportunity for a dynamic public-sector management professional to work alongside an engaged Board and play a critical role in enhancing an organization with dedicated employees. If you possess strong interpersonal and leadership skills, have an eye for strategically improving public services, and enjoy taking a collaborative approach, this is the right position for you!

**THE REGION**

Situated on the eastern slope of the Sierra Nevada Mountains in central California, Mono County covers 3,132 square miles and is home to 14,000 residents. Together, the County's 17 census-designated places and one incorporated town, Mammoth Lakes, create a unique blend of vast rural landscapes and charming communities, with an opportunity for mountain resort living. Destinations including Mono Lake, Bodie State Historic Park, Mammoth Mountain, the Humboldt-Toiyabe and Inyo National Forests, and Yosemite National Park bring nearly five million visitors to the County annually, as tourism and outdoor recreation drive the local economy.



The county seat of Bridgeport boasts an iconic, historic courthouse built in 1881. The Bridgeport Valley is known for great trout fishing in streams and lakes, local hot springs, and the nearby Bridgeport Winter Recreation Area for snowmobiling and backcountry skiing. Bridgeport is also known for its close proximity to Bodie State Historic Park, California's official ghost town. From 1877 to 1882, Bodie was known as the 'wildest town in the West' and today brings roughly 200,000 visitors each year.

The County's only incorporated town is Mammoth Lakes, where about half the county's population lives. Mammoth Lakes is home to 11,053-foot high Mammoth Mountain. This world-class ski area offers 3,500 skiable acres and a reliably long season, often lasting from November through the 4<sup>th</sup> of July. Mammoth Lakes offers all kinds of winter recreation, including Nordic skiing, snowshoeing, snowmobiling, snow cat tours, ice skating, tubing, and sledding. When the snow melts, residents and visitors enjoy hiking and backpacking trails leading to the John Muir and Ansel Adams Wilderness Areas, along with mountain biking, cycling, fishing, kayaking, paddle boarding, golfing, climbing, horseback riding, and endless sightseeing and photography opportunities. The town is a three-hour drive from Reno, and a five-hour drive to multiple major cities including Las Vegas, Los Angeles, and Sacramento. The nearby Mammoth Yosemite Airport offers year-round air service to Los Angeles, and seasonal service to San Francisco and Denver. The town is also home to Mammoth Hospital, a 17-bed Critical Access Hospital with full-time, board-certified staff and 12 outpatient clinics. Mammoth Lakes also has a satellite campus of Cerro Coso Community College.



In the Antelope Valley, Topaz, Coleville, and Walker offer quiet small town living with easy access to Nevada’s Carson Valley and Topaz Lake. Thirty minutes south of Bridgeport, the hauntingly beautiful 69.5 square-mile Mono Lake is one of the oldest lakes in the western hemisphere Mono Lake is a unique and peaceful haven for bird watchers and photographers. Along Mono Lake’s shore, the community of Lee Vining provides small-town hospitality, motels, restaurants, service stations, and a market for those passing through or looking to stay. Lee Vining serves as a seasonal gateway to world-famous Yosemite National Park, as the park’s eastern entrance at Tioga Pass is 12 miles west of town.

Continuing south in the Mono Basin, the June Lake Loop is a popular summer and fall destination for fishing, hiking and photography. In winter, June Mountain Ski Area draws many snow sports enthusiasts. The area’s quaint downtown also offers a number of lodges, shops, restaurants and a brewery. Crowley Lake and Swall Meadows sit in southern Mono County and serve as residential communities with room to grow and expansive views. The Tri-Valley is located in the southeast corner of the County at the base of the white mountains and is primarily an agricultural area.

**THE COUNTY**

Founded in 1861, Mono County is governed by a five-member Board of Supervisors serving overlapping four-year terms. The Board of Supervisors provides overall direction to the County and acts as a forum for identifying the needs and desires of citizens, determining community consensus, and matching those needs with available County resources. The County employs approximately 270 FTE’s and has a Fiscal Year 2018-2019 Budget of \$101.6 Million.

County departments are led by a combination of elected and appointed officials and include: Administration, Agriculture Commissioner, Animal Control, Assessor, Finance Director, Behavioral Health, Child Support Services, Clerk Recorder/Registrar/Clerk of the Board, Community Development, County Counsel, District Attorney, Economic Development, Elections, EMS, Environmental Health, Human Resources, Information Technology, Probation, Public Health, Public Works, Sheriff - Coroner, Social Services, Treasurer - Tax Collector, Veteran Services, and Workforce Services.

**THE DEPARTMENT**

Operating with 7 FTE’s on a 2018/2019 budget of \$2,453,975, the Mono County Administrative Office plans, monitors, and coordinates County operations assuring that Board policies are carried out in the most cost-effective manner. In addition to providing administration and executive management services to the County, the County Administrative Office also includes the Human Resources Department and Risk Management Department.

**THE POSITION**

Under the direction of the Board of Supervisors, the County Administrative Officer (CAO) assists the Board with planning, organizing, reviewing, managing, and supervising the functions of the County government and represents the Board of Supervisors’ policies and programs with County staff, community organizations, other agencies and the public. The CAO is responsible for reviewing County departments’ annual budget requests and developing final expenditure recommendations for presentation to the Board of Supervisors, and directing County Human Resource, Labor Relations, Risk Management Training, and Economic Development functions. The CAO directly supervises the Human Resources Director, Risk Manager, Economic Development & Special Projects Director, Appointed County Department Heads and Agency Directors, and other administrative and support staff assigned to the County Administrative Office. The CAO is expected to balance their time between the County offices in both Bridgeport and Mammoth Lakes, focusing on transparency, face-to-face communication with all staff, and bringing collective team-building strategies to both offices.

**Other responsibilities include:**

- Responsible for the development and administration of the County budget. Consults with Department heads in the development of budget requests, preparation of final revenue and expenditure recommendations, and presentation of the budget to the County Board of Supervisors.
- Prepares and presents reports regarding budget requirements and needs of County government, approving interdepartmental transfers of fixed assets, and developing and presenting recommendations regarding requests for organization changes to the Board of Supervisors.
- Directs County Human Resources, Labor Relations, Risk Management, & Training through assigned executive management staff. Manages and directs central purchasing.
- Attends Board of Supervisor meetings, providing recommendations on agenda items, and meets with County Department Heads, answering questions and providing guidance and assistance.
- Troubleshoots problems in a variety of County departments as referred by the Board of Supervisors provides supervision, training, and work evaluations for staff assigned to the Administrative Office.
- Directs the operations of the County marketing and economic development program through assigned executive management staff. Works with local resort and business owners and community organizations to enhance the promotion of tourism and commerce in Mono County.
- Oversees and maintains the economic efficiency of County government, coordinating studies, analyzing resources, and developing recommendations to assist the County in better meeting the changing needs and requirements of County government.

- Periodically reviews the County organization plan, developing recommendations regarding the transfer, reassignment, addition, deletion, and consolidation of County functions.
- Develops long-range plans and goals for improving the development of Mono County, including infrastructure improvements.
- Coordinates the preparation, execution, and management of County contracts and leases.
- Administers the County’s Public Defender program and Grand Jury budget.
- Develops, prepares, and presents periodic reports to the Board of Supervisors, reviewing the condition, status, and financial circumstances of the County Government.
- Performs a variety of special studies, as directed by the Board of Supervisors.
- Performs annual and special evaluations of Board appointed Department Heads.
- Responds to the most sensitive citizen requests and complaints, referring them to other County management staff, as warranted.
- Represents County policies, programs and services to County staff, the public, community organizations, and other government agencies.

**OPPORTUNITIES & CHALLENGES**

**Organizational Stability & Strategic Leadership**

The Board of Supervisors has voiced a desire to partner with an experienced manager to enter a time of stability and progress for the County. There is a strong desire by staff that an environment is created that nurtures teamwork, empowerment, and accountability. There is a need for strong leadership and the development of a plan of action that provides organizational priorities and performance standards that guides the organization’s actions towards achieving its goals and objectives.

**Executive Team & Organization Structure**

While creating policies for organizational and personal performance standards, the next CAO will have the opportunity to begin building a new executive team, beginning with the addition of a new Assistant County Manager. Logistically, County offices in both Bridgeport and Mammoth Lakes are separated by about an hour drive. The new CAO will need to evaluate the organizational layout of buildings and staff and create a plan that provides consistent management of staff while optimizing customer service.



**Communication & Emotional Intelligence**

The County requires an effective leader able to manage the organization and culture change constructively. Practicing emotional intelligence, including managing one’s own and others’ emotions, as well as effectively facilitating the flow of ideas and information throughout the organization will be necessary. There is a need for clearer goals and expectations for staff, consistent and fair accountability, and a leadership style which challenges the organization to stretch and reach its full potential.

**The Community**

Mono County’s unique geography presents management challenges. Of Mono County’s 3,030 square miles, 94% of the County’s land is publicly owned and managed by the US Forest Service, Bureau of Land Management, California State Parks, and the Los Angeles Department of Water and Power. The County is also home to Native American tribes. Though much of the County’s population is located within and south of the town of Mammoth Lakes, the county provides essential services to all its rural unincorporated communities, several of which are geographically isolated. The CAO is a visible position expected to maintain excellent communication with staff, citizens and stakeholder groups with a wide array of different personalities and goals. The CAO is expected to have both cultural and political sensitivity for optimal organization and community balance.

**IDEAL CANDIDATE PROFILE**

**Education and Experience:**

A bachelor’s degree in Business, Public Administration or a related field, and at least seven (7) years of progressively responsible professional administrative experience in a governmental agency, including at least six (6) years of management responsibility is required.



Advanced educational training in subjects related to the development and administration of county government is highly desirable, along with possession of a master’s degree in Public Administration, or a closely related field. Candidates must possess or obtain a valid California Driver’s license by time of hire.

**Necessary Knowledge, Skills, and Abilities:**

- The successful candidate will have an appreciation for Mono County and the Eastern Sierra rural attributes, understanding the area’s remoteness, climate, and immense opportunities, yet also understanding the area’s regional challenges and making sure the County is taking advantage of every opportunity to solve these challenges.
- The successful candidate will be an experienced administrator and leader who understands all aspects of municipal government and has an appreciation of the challenges currently facing counties and cities. He/she will develop internal policies and operating procedures, and coordinate department operations to maximize efficiency and quality of service.
- The ideal candidate will be a strong leader, coach and mentor who will communicate a sense of vision, backed by the County’s Strategic Plan. He or she should be honest, hard-working, approachable and able to establish an atmosphere of trust, mutual respect, and cooperation among staff and the community.
- Candidates will have knowledge of all levels of government, legislative and administrative procedures, and experience managing a medium size county or city. He/she must demonstrate a proven track record of delivering results, building accountability for staff and creating a positive working environment, characterized by teamwork and innovation.

- The new administrator will have excellent skills in working with Boards, both individually and as a corporate body. He or she will have highly developed skills in assisting boards in reaching consensus and supporting the board as policy decision makers and will have a track record of implementing policies and systems to create and maintain a high-performance, customer service focused, organizational culture. The selected candidate will be politically astute and demonstrate unquestionable integrity.
  - Knowledge of the principles and practices of municipal government policy development and implementation. The ideal candidate will possess leadership, motivation, team building and conflict resolution skills, as well as pertinent local, State and Federal laws, rules and regulations.
  - Proven experience as an innovative problem solver with a forward-thinking approach to County development and the ability to accept and support decisions in a positive manner and take a collaborative approach in providing county services.
  - The successful candidate will have excellent organizational development skills, will delegate appropriately, and have the ability to foster a strong team environment.
  - The CAO must be an excellent communicator as well as a sensitive and perceptive listener. Strong written and oral communication skills, including skills as a public speaker, with the ability to be transparent, direct and succinct when needed is essential. He or she will have the ability to establish and maintain effective working relationships with department and division heads, other employees, public officials and a wide range of constituencies in a diverse community.
  - Ability to confidently work side by side with the Board of Supervisors, treating all members equally and fair in discussion and resolution to maintain an excellent relationship and coordinate politics and objectives across all departments.
  - The ideal candidate will be a competent and resilient leader who is honest, approachable, accessible, and personable. Showing an understanding of local government in a rural setting and compassion for state and local community issues and needs will bring candidates to the top of the list.
  - Candidates must have strong conflict resolution skills, be a people person who is approachable, process oriented and personable, and have the ability to gain the respect of staff and the community.
  - Prior finance and budget experience is desired, with the ability to manage people and resources effectively to assure quality performance and long-term financial sustainability. A track record of being fiscally responsible, showing a strong knowledge of local government finances, and the ability to look down the road to find opportunities or forecast issues before they arise is critical to a candidate's success.
  - Ability to competently analyze a budget and technical reports, provide solutions and problem solve department cost recommendations, and interpret and evaluate staff reports.
  - Respecting and trusting Department heads to use their resources and skill set to solve problems is a must. The CAO is expected to show interest in the work of all County departments, communicate frequently, and collaborate with department leaders and employees at all ranks to solve problems.
  - The CAO will set the tone for the rest of the County by being fair and decisive, expecting accountability, and being willing to make hard decisions when necessary, while still bringing positive energy, an appropriate sense of humor, and an understanding of work-life balance.
  - The CAO will respect staff at all levels, maintaining contact and an even keeled temperament and demeanor, while being open to feedback and continual improvement. This, along with understanding one's own strengths and weaknesses, and delegating when necessary, is critical to success.
  - The successful candidate will be a big picture thinker who is innovative and has the energy and attention to detail to see challenging ideas through to implementation.
  - Candidates should have experience finding and obtaining state and federal grants, as well as private funding, and actively maintain an awareness of state and County issues and opportunities as they arise.
  - The ideal candidate will be a visionary, with the ability to expressly display ownership of County's vision to a variety of stakeholders.
- Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service and the continuous improvement of County services.

## COMPENSATION & BENEFITS

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- **\$165,000 - \$190,000 DOQ**
- Medical, Dental, and Vision Insurance
- Life and AD&D Insurance
- CalPERS
- Flexible Spending Account
- 457/401a Deferred Compensation
- Employee Assistance Program
- Optional Insurances' including Accident, Cancer/Specified Disease, Critical Illness, Dental, Hospital Confinement Indemnity, Life, Short Term Disability, and Vision Insurance.
- Multiple Wellness Programs
- 12 Sick Days
- 13 Holidays
- 2 Personal Holidays
- 15 Days' Vacation
- 80 Hours Merit Leave



Please visit:  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

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Mono County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 29, 2019** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically. To apply online, go to [www.prothman.com](http://www.prothman.com) and click on "submit your application" and follow the directions provided. Resumes, cover letters, and supplemental questions can be uploaded once you have logged in.



[www.prothman.com](http://www.prothman.com)

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