



**ASSISTANT COUNTY ADMINISTRATOR,
SENIOR DEPUTY ADMINISTRATOR,
& DEPUTY ADMINISTRATOR**

\$84,408 - \$124,824

Plus Excellent Benefits

Apply by

February 10, 2019

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located just 4 hours north of Los Angeles and 4 hours west of Las Vegas, Nevada, on the southeastern border of California, Inyo County encompasses everything from beautiful

snowy peaks to ancient desert playas. Vast elevation differences, wide-open spaces, and a four-season climate allows Inyo County to host a broad range of outdoor activities including trout fishing, hiking, alpine climbing, hunting, hang gliding, road and mountain biking, backcountry skiing, snowshoeing, bird watching, rock climbing, hot springing, off-roading, and golfing. It is no wonder that Outside Magazine just included Bishop (the County's only incorporated city) as one of the "The 25 Best Towns of 2017."

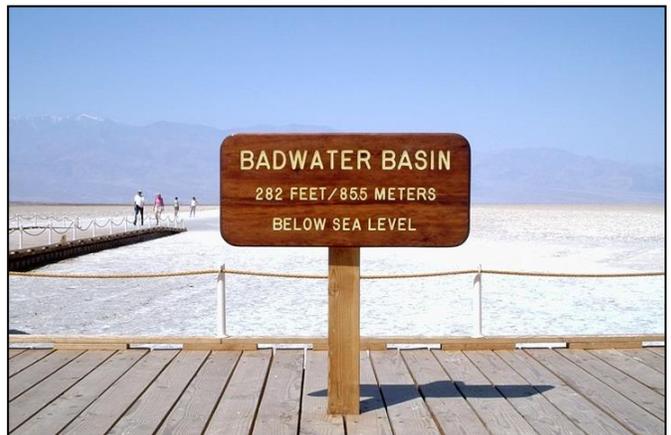
This is an excellent opportunity for a talented public-sector management professional to play a key role in enhancing an already well-managed and stable organization with dedicated employees. If you possess strong interpersonal and leadership skills, have an eye for opportunities to improve public services, a passion for pursuing them, and enjoy challenges, this is the right position for you!

THE REGION

Home to over 22 official wilderness areas, Inyo County is surrounded by the 1.9 million-acre Inyo National Forest, which features over 400 lakes and 1,100 miles of rivers and streams, providing world-class trout fishing. The entire area boasts some of the wildest and most beautiful terrain in the world, including the largest national park in the "Lower 48" – Death Valley – which covers nearly 3.4 million acres of land east of the Owens Valley. Yosemite National Park is less than an hour drive, and Sequoia Kings Canyon National Park abuts the County's south-western boundary.

Just an hour and a half away from Independence, the Inyo County Seat, and 45 minutes from Bishop, the County's largest population center, Mammoth Mountain is considered to be one of California's best resorts for skiing and snowboarding, with plenty of cross-country and snowmobiling trails nearby. The Mountain offers 3,500 acres of skiable area with 150 unique runs, accessed by 28 chairlifts. For residents who prefer the heat, Death

Valley's four-diamond Furnace Creek Resort offers the lowest elevation 18-hole course in the world as the terrain here sinks to a staggering 282 feet below sea level. Death Valley is visited annually by more than a million visitors and adventure seekers, even in summertime when the park records some of the hottest temperatures on Earth. In stark contrast, Inyo County is also home to Mount Whitney, the highest peak in the Lower 48 states, towering at an elevation of 14,505 feet just two hours west of Death Valley. The County also claims nine other 14,000-foot peaks, including White Mountain Peak, home to the Ancient Bristlecone Pine Forest and the oldest living things on Earth. Mount Whitney offers a variety of camping, fishing, hiking, beautiful nature viewing, and even winter climbing for experienced mountaineers.



THE COUNTY

Home to a population of approximately 18,500 residents, Inyo County is the second-largest county by area in California, covering 10,140 square miles. Inyo County is governed by a five-member Board of Supervisors serving overlapping four-year terms. The County employs approximately 435 staff and has a Fiscal Year 2017-2018 Budget of \$94.6 Million, including a \$58.7 Million General Fund Budget.

County departments are led by a combination of elected and appointed officials and include: Administration, Agricultural Commissioner, Auditor-Controller; Assessor, Child Support Services, Clerk-Recorder, Coroner, County Counsel, District Attorney, Farm Advisor, Environmental Health, Health & Human Services, Planning, Probation, Public Administrator-Public Guardian, Public Works/Road, Sheriff/Jail, Treasurer-Tax Collector, and Water.

The County has a variety of exciting initiatives that have been in the works for a number of years that are leaving the planning stages and entering the implementation phase. All of these are expected to play a major role in enhancing the livability and workability of Inyo County. These include the following:

In 2014, Inyo County launched the 21st Century Obsidian Project to design, build, and operate a publicly-owned and open-access fiber optic network, which aims to bring state-of-the-art 1 to 10 GB fiber technology to every parcel in the greater Owens Valley. This is an overarching public infrastructure project for the County, based on a P3 model, and is expected to cost \$44 Million. Efforts to secure funding, either through a single source, on a neighborhood-by-neighborhood basis are ongoing.

Expected to begin construction in Spring 2019, is the 42,000 square foot Consolidated Office Building in Bishop. This P3 project will take County services that are provided at seven separate locations and move them into one new state of the art facility. Offices relocated to this building include Health and Human Services, Probation, Administration, Sheriff Substation, Ag Commissioner, Environmental Health, Child Support and the District Attorney.

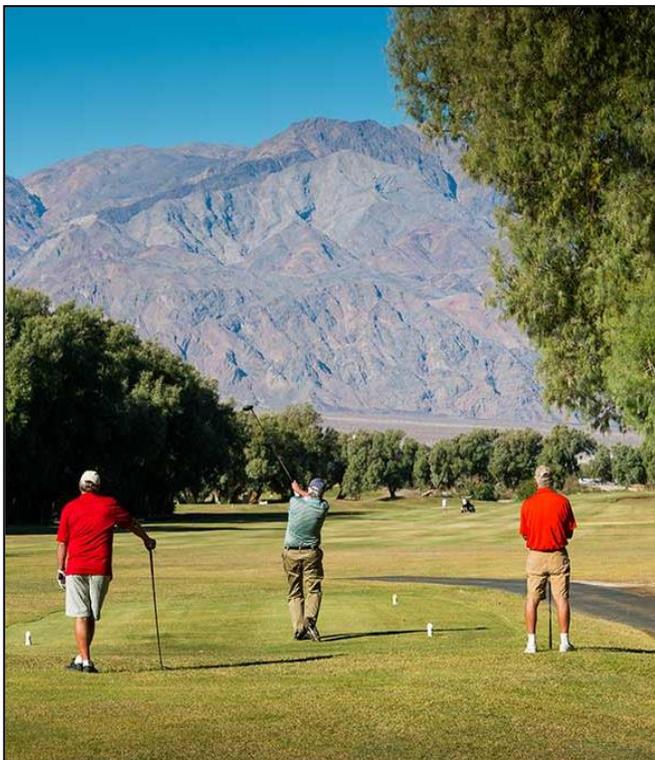


For a number of years, Inyo County has been working towards provision of Commercial Air Service at the Bishop Airport. Environmental and construction work to support this will be occurring over the next two calendar years. This will provide reliable commercial air service that has been lacking to the region and is expected to enhance the County's ability to recruit business.

THE DEPARTMENT & POSITION

Operating with 47 staff, the County Administrator's Office is directly responsible for the following divisions and programs: Clerk of the Board of Supervisors, Budget, Economic Development, Emergency Services, Film Commissioner, Information Services, Library, Museum, Motor Pool, Parks & Recreation, Personnel, Public Defender, Purchasing, Recycling & Waste Management, and Risk Management. The Office works with the Board of Supervisors and department heads to provide the highest level of service to the people of Inyo County. Office responsibilities include ensuring that the policies and directions from the Board of Supervisors are implemented and making policy recommendations to the Board when appropriate.

It is the intent of Inyo County to hire one individual for this position, where he or she's title will be determined by extent of experience and qualifications. Within the department, the Assistant County Administrator, Senior Deputy County Administrator, and Deputy County Administrator are each single position classes that serve as full line assistants to the County Administrator.



These positions are distinguished based on levels of education and experience, as well as scope, breadth and complexity of responsibility. The Assistant County Administrator typically possess' the highest education and most extensive experience and is assigned the greater scope and breadth of responsibility and complexity of assigned tasks.

Working under the general direction of the County Administrator, the Assistant/Deputy County Administrators are full members of the executive team, and fully participate in the County's senior leadership team; assisting the County Administrator in managing and directing the activities of assigned divisions, work units, and other responsibilities. The Assistant/Deputy County Administrator provides administrative and policy guidance to County staff, plans, organizes, and directs the activities of assigned divisions and activities, and assumes the responsibilities of the County Administrative Officer as assigned or required in his or her absence.

The successful candidate will, at least initially, be assigned responsibility for managing the department's Library, Museum, Motor Pool, Parks & Recreation, and Recycling & Waste Management functions. The successful candidate can also expect to receive assignments and assume a leadership role in any of the other programs and divisions within the County Administrator's sphere of responsibility which align with the Assistant/Deputy CAO's skills, experiences, and interests.



Other responsibilities include:

- Assisting the County Administrator in directing and coordinating the services, functions, and activities of County Administrator's Office.
- Reviewing, interpreting, developing, modifying and implementing County administrative policies and their application to specific situations in assigned divisions and countywide; assisting in coordinating services and operations among County departments; resolving conflicts involving multiple departments in matters not addressed by existing County policies and procedures.
- Directing, coordinating, monitoring and, as necessary, developing work plans, priorities, policies and administrative systems for assigned programs and divisions and countywide; creating work activities, projects, and teams; performing the most critical and sensitive professional representation, facilitation, and negotiation tasks; monitoring, evaluating and, as necessary, modifying work in progress and at completion to ensure success.
- Identifying goals, objectives, priorities, and activities to be accomplished by assigned divisions and work units consistent with the mission, goals, and objectives of the County of Inyo; developing strategies for the successful collaboration and achievement of those goals, objectives and priorities; directing and coordinating the implementation of accepted strategies and plans.
- Researching, negotiating, preparing and administering contracts and agreements with consultants, contractors, service providers, lessees, and/or vendors of various services. Researching potential funding sources, developing grant applications & proposals, negotiating agreements, and administering grant programs and budgets.
- Developing, administering and managing assigned budgets as well as assisting in the preparation and administration of the overall County Budget; forecasting of funds needed, researching and analyzing funding sources and availability; monitoring and reviewing budgets with assigned division management and the County Administrator on an on-going basis.
- Organizing, coordinating, providing leadership to, and participating in a variety of committees and task forces within the County of Inyo, state and federal agencies/departments in response to identified needs, special assignments, enhanced communications, and the over-all and on-going commitment to supporting the County of Inyo and its citizens.

- Serving as liaison with other governmental agencies -- including federal and state agencies, municipalities, joint powers authorities, and special districts -- non-governmental entities, and community interests; coordinating activities and communications with other members/parties and representing the County of Inyo's interests and needs in a positive and collaborative manner.
- Directing/performing the investigation and resolution of complaints/concerns related to departments/divisions operations and activities as assigned and upon request; identifying and initiating solutions to major issues involving policy, service delivery, and organizational changes and directions.
- Monitoring, developing, and commenting on federal and state legislative and regulatory initiatives; performing legislative advocacy consistent with the Inyo County Legislative Platform and as directed.
- Maintaining current knowledge of laws, codes, regulations, policies and procedures related to areas of responsibility; modifying programs, projects, procedures and services to assure compliance with standards and requirements as needed.
- Serving in an acting or interim management capacity in other departments and divisions, within the County Administrator's Office and countywide, when vacancies arise. Building and maintaining positive working relationships with County management and staff, outside agencies and organizations, state and federal departments and agencies, and the general public utilizing principles of effective customer service.

OPPORTUNITIES & CHALLENGES

The new Assistant or Deputy County Administrator will also be expected to independently identify and pursue:

- 1) Opportunities to enhance government services, within the department and countywide, through continual process improvement.
- 2) Continuation of improvements to the County's recycling and waste management programs.
- 3) Developing and garnering support for a plan to address deferred maintenance in County parks and campgrounds.
- 4) Business leads, infrastructure projects, and overall strategies to diversify and strengthen Inyo County's present tourist-based economy.
- 5) A leadership role in implementing a new employee engagement initiative.

IDEAL CANDIDATE PROFILE

Education and Experience:

Any combination of education, skills and experience that demonstrate an ability to excel in the position may be considered. Typical demonstrations of such education and experience might include a bachelor's degree in Business, Public Administration or a related field; at least seven (7) years of progressively responsible professional administrative experience in a governmental agency, including at least six (6) years of management responsibility. Private-sector skills and experience with a demonstrated transferability may also be considered. Please view the attached document for full qualifications of each position.

Necessary Knowledge, Skills, and Abilities:

- The selected candidate will be a trustworthy team player who has the desire to grow as a professional, and the drive to mentor and coach staff to grow as well.
- The ideal 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.
- Anticipate and identify possible challenges across distant horizons and develop effective strategies to meet and address them.
- Excel under pressure and in sometimes ambiguous and ever-shifting environments.
- Skill to provide positive and effective administrative and policy guidance to County staff.
- Ability to analyze fiscal, operational and technical reports, interpret and evaluate laws, regulations, codes and policies, prepare and improve staff reports, and solve problems. Observe performance and evaluate staff, consistently applying various personnel rules, and be able to explain and interpret policy.
- Ability to gain cooperation through discussion, persuasion, and tact.
- Ability to quickly learn and proficiently use specialized computer software licensed to the County of Inyo.
- Proven skill to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals and objectives.
- The ideal candidate will be a decisive decision maker and critical thinker, who is proactive, analytical and solution driven.

- Candidates must have a knowledge and understanding of public governance, and proven strong written and oral communication skills.
- The ability to set clear goals and objectives and hold leadership and staff accountable to carry out the goals of the county is a must.
- The ability to be politically sensitive to working in an environment with multiple elected and appointed officials/department directors.

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.

Please visit:
www.inyocounty.us



COMPENSATION & BENEFITS

- **\$84,408 - \$124,824 DOQ**
- Contract with 3 months of severance
- Vehicle allowance.
- CalPERS defined benefit pension plan
- Medical Insurance: County pays 80% of employees and dependents' monthly premium
- Dental & Vision Insurance
- County-paid Retiree Healthcare
- 40-hours Administrative Leave
- Paid Vacation: 10-days per year during first three years of service; 15-days per year after three years of service; and, one additional day for each year of service after 10-years to a maximum of 25-days per year.
- Flexible Leave: 5-days per year personal leave
- 11 paid holidays
- Sick Leave: 15 days per year
- Flexible Spending Account: Dependent Care & Medical Care
- Life Insurance: \$20,000
- Supplemental Life and AD&D Insurance, including spouse and children
- 457 Deferred Compensation Program
- Employee Assistance Program

Inyo County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 10, 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 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

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