



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

CAO - County Administrative Officer

Application Deadline: Open until filled (First Review 6/27/2022)

DEPARTMENT: Administration
LOCATION: Countywide
SALARY: Contract (\$194,760 – Annually)

DEFINITION:

The County Administrative Officer “CAO” is an at-will employee who serves at the pleasure of the Board of Supervisors. Advises, assists, acts on behalf of and is responsible to the Board for the proper and efficient administration of the affairs of the county which are assigned to the position. Lead a department of approximately 47 staff 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, Personnel, Public Defender, Purchasing, and Risk Management. Under the general direction of the five-member Board of Supervisors, the County Administrative Officer manages the day-to-day operations of the County, acting as a liaison to elected and appointed department heads on behalf of the Board to interpret, administer, and enforce the Board policies established by the Board of Supervisors. The CAO administers the County’s \$127 million budget, and keeps the Board informed on key matters, facilitating discussion on critical issues, and supporting their deliberations with information on future trends and appropriate alternatives.

ESSENTIAL JOB DUTIES:

- Work with the Board to develop and implement its goals, vision, and strategic public policy.
- Develop, present, and monitor the County’s annual budget for approval by the Board of Supervisors.
- Provide recommendations on a variety of political, policy, administrative, and managerial matters. Research issues and problems, and develop recommendations, reporting results to the Board.
- Develop, recommend, and implement administrative policies and procedures that foster the effective and efficient operation of county government, as adopted by the Board.
- Implement projects and plans developed by the Board.
- Establish and maintain positive relationships with citizens' interest groups, committees, and boards, as well as other local governments and the general public.
- Develop, implement, and monitor budgets for departments and functions delegated by the Board.
- Coordinate multiple funding sources necessary to finance different county operations in accordance with applicable federal and state laws; develop and identify alternate revenue sources as necessary.
- Conduct research and special studies as requested; prepare reports with recommendations for appropriate action.
- Prepare or delegate the preparation of a variety of documents, including resolutions, ordinances, contracts, correspondence, memoranda, reports, media releases, speeches, official documents, and similar materials.

EMPLOYMENT STANDARDS

Education/Experience:

Any combination of education, skills, and experience that demonstrates 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 performing complex budgetary, financial, policy, and organizational analysis duties for a County or other large governmental agency, including experience working directly with an elected Board or Council and experience as a lead worker or supervisor of professional or management staff. Private-sector skills and experience with a demonstrated transferability may also be considered.

SPECIAL REQUIREMENTS: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral interview.

APPLYING PROCESS: **This recruitment will remain open until the position has been filled.** Applicant information will be reviewed periodically. To be considered during the first review, a cover letter and resume/CV **must be received by** in the Personnel Office, P.O. Box 249, Independence, CA 93526 or by email at koney@inyocounty.us or personnel@inyocounty.us by **8:30am, 6/27/2022.**

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All County positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.