

# INYO COUNTY



## INTERIM COUNTY ADMINISTRATIVE OFFICER



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IN AMERICA'S  
BEAUTIFUL  
BACKYARD**

## ABOUT INYO COUNTY



Nestled between the majestic eastern slopes of the Sierra Nevada and the rugged Inyo and White Mountains, Inyo County is a place where nature's grandeur meets everyday serenity. This remarkable region, stretching from Mount Whitney—the highest point in the contiguous United States—to Death Valley's Badwater Basin—the lowest point in North America—is a land of breathtaking contrasts. With just over 18,000 residents, Inyo County blends small-town charm and a deep sense of community with world-class natural beauty and endless outdoor recreation. Whether you seek adventure, tranquility, or connection, Inyo County invites you to discover a truly elevated quality of life.

Renowned for its awe-inspiring landscapes and year-round recreation—including hiking, fishing, skiing, rock climbing, and offroad exploring—the region also offers countless ways to engage with nature, from photography and fall foliage to birding, wildlife viewing, horseback riding, hunting, fishing and much more. Inyo County is a haven for those who value both adventure and connection. As the second-largest county by land area in California, Inyo presents not only vast horizons but also vast potential—for meaningful impact, professional growth, and a deeply rewarding rural leadership experience.



# COMPENSATION SUMMARY

- Salary Range \$216,002 - \$280,646 annually
- CalPERS Defined Benefit Pension
- Longevity Pay
- Cost of Living Adjustment annually based on the BLS Riverside



## WHY APPLY?

This is a unique opportunity to make a meaningful impact in a county that values collaboration, community, and service. As Interim CAO, you'll step into a trusted leadership role where your experience and steady guidance, maintain operational excellence, and work jointly with the Board of Supervisors to chart the County's next chapter.

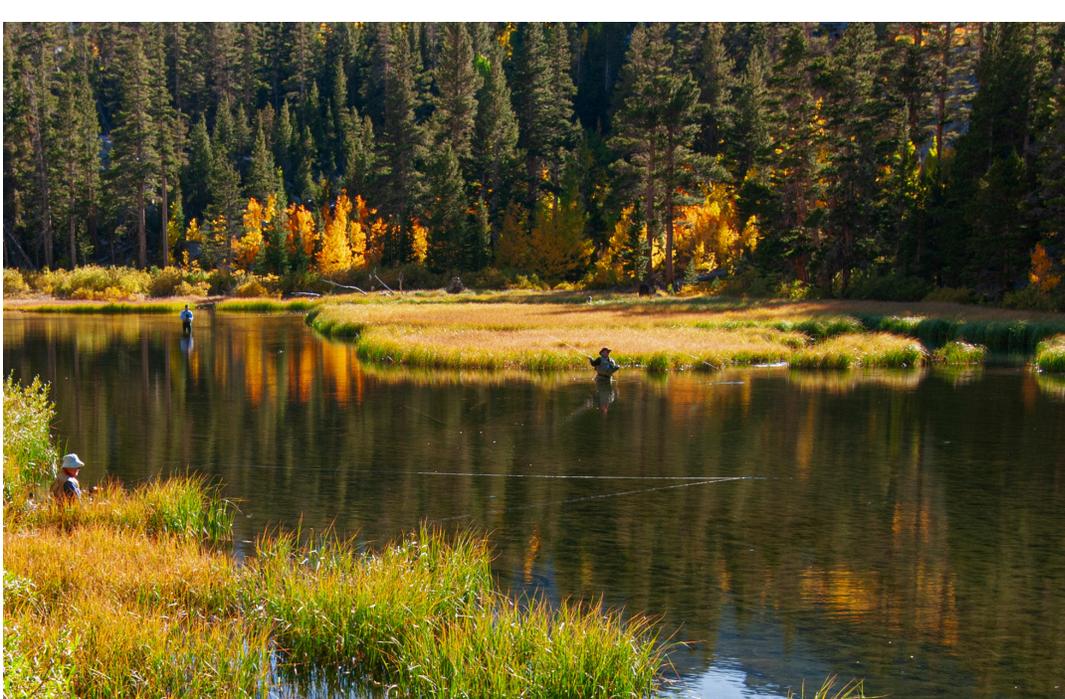
## BENEFITS SUMMARY

- County Vehicle Provided
- Medical Insurance (free or majority paid)
- Dental & Vision Insurance
- Employee Assistance Program
- Air Ambulance Service
- Wellness Bonus



To apply: Submit cover letter & current resume through <https://www.governmentjobs.com/careers/inyocounty>

QUESTIONS: KERI ONEY, ASSISTANT PERSONNEL DIRECTOR  
P: 760-878-0294 | C: 760-878-8001 | E: KONEY@INYOCOUNTY.US



## THE OPPORTUNITY

Inyo County is seeking an experienced and strategic **Interim County Administrative Officer (CAO)** to serve as the organization's chief executive leader during a pivotal period of transition.

Working in close partnership with the Board of Supervisors, the Interim CAO will provide steady leadership, organizational stability, and strategic guidance to County departments and programs. This role is ideally suited for a seasoned public sector leader who thrives in dynamic environments and is eager to make a meaningful impact.

## KEY RESPONSIBILITIES

### (Short-Term, Interim Focus)

- **Ensure organizational stability** and maintain smooth daily operations.
- **Provide steady leadership** and clear communication to County departments.
- **Support the Board of Supervisors** in implementing priorities and maintaining momentum on current initiatives.
- **Oversee the County's budget process** and ensure sound fiscal management.
- **Assess organizational structure and needs**, identifying opportunities for improved efficiency.
- **Represent the County** in key meetings, negotiations, and intergovernmental relations.
- **Prepare for leadership transition** and support long-term planning efforts as directed by the Board.



*For the right candidate, this interim appointment may be considered for permanent placement through the County's formal recruitment and selection process.*



## IDEAL CANDIDATE PROFILE

The ideal candidate is a steady, experienced leader with the ability to step in quickly, build trust, and maintain momentum during a time of organizational transition. Potential for permanent placement.

**Key attributes include:**

- Proven executive or senior management experience in local government or a related public agency.
- Demonstrated ability to quickly assess organizational needs and lead effectively in the short term.
- Strong fiscal management skills and a solid understanding of California county government operations.
- Exceptional communication and interpersonal skills to build confidence and foster collaboration with the Board, staff, and community.
- A pragmatic, solutions-oriented leadership style focused on stability and continuity
- Ability to serve as a trusted advisor to the Board of Supervisors and departmental leadership.

**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 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. Prior experience in an executive or department head role is strongly preferred. Experience stepping into interim or transitional leadership roles is a plus.

## JOIN US

If you're ready to provide strong, steady leadership in one of California's most stunning and unique regions, we invite you to apply for this Interim CAO role. This is an opportunity to guide the organization through transition, make a lasting impact, and for the right candidate—potentially step into a permanent leadership position.

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