

**THE COUNTY OF SHASTA**

<https://www.shastacountycareers.com>

**INVITES APPLICATIONS FOR**

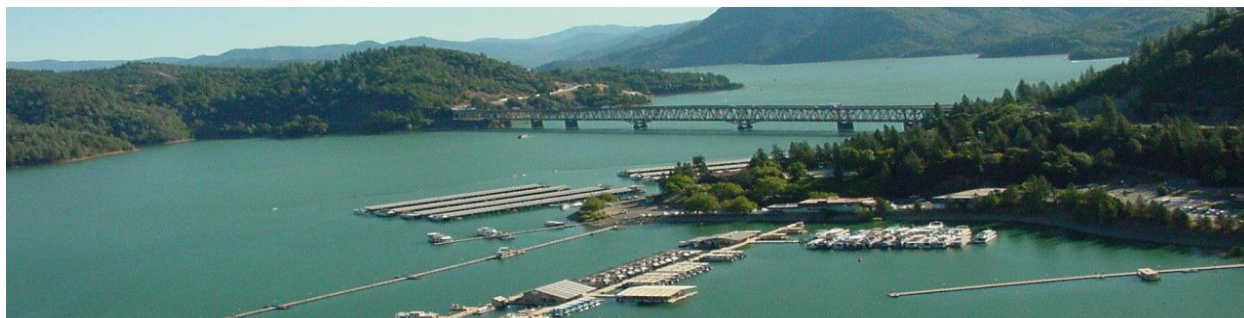
# **DEPUTY COUNTY EXECUTIVE OFFICER**



**\$10,775 - \$13,752 APPROXIMATE MONTHLY /  
\$62.16 - \$79.34 APPROXIMATE HOURLY**

**FINAL FILING DATE:  
JULY 03, 2023 12:00 PM**

## ABOUT SHASTA COUNTY



Shasta County, located in the northern Sacramento Valley between the Cascade Mountains and the Trinity Alps, covers a large geographic area that includes rivers, lakes, and mountains. Redding offers all of the amenities of the big city while retaining a comfortable small-town atmosphere with a diversified culture, affordable housing, an excellent educational system, and it serves as the regional hub for government, retail, professional, and medical services. An eight-mile river trail, numerous community parks, a local museum alliance, and continuous community events contribute to the quality of life.

When it comes to outdoor recreation, Shasta County has it all. Pristine lakes, wild and scenic rivers, caverns and caves, waterfalls, spectacular mountain peaks, and hundreds of acres of State and National Parks and forests provide numerous areas for camping, hiking, boating, skiing, fishing, kayaking, mountain biking, wildlife viewing, and other outdoor opportunities. Shasta County, with its natural beauty, abundance of recreational opportunities, and excellent quality of life, is a great place to live, work, raise a family, and was named as one of the best places in the county to retire.



You **CAN** make a difference. With over 20 diverse departments, your perfect position is here. You have the opportunity to impact the future and improve the lives and wellbeing of Shasta County residents. Our more than 2,000 county employees serve and protect our residents and our community by providing excellent medical services, public health protection, behavioral health care, environmental protection, child and adult protective services, family reunification, assistance to those in need, access to a fair criminal justice system, emergency response to disasters, homelessness prevention and treatment, and scores of other services to promote a healthy, safe, and prosperous community.

Find more than just a job. You have the opportunity to work for an employer that supports and encourages your success. We are committed to training and creating opportunities to develop your talents. The County offers great benefits and recognizes that our employees are our greatest asset.

Find your purpose. Make a real difference in your community. Find your career with Shasta County.



### **ABOUT THE POSITION**

Under administrative direction of the County Executive Officer, assists in the general administration of the County; Provides support and supervision over selected policy, operational, personnel, and fiscal matters within the County Administrative Office and Clerk of the Board; assists with interdepartmental and intergovernmental programs or projects; provides highly complex staff assistance to the County Executive Officer and Assistant County Executive Officer; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Deputy County Executive Officer is an “at-will” senior level management classification that reports to the County Executive Officer and oversees operations within the County Administrative Office and Clerk of the Board as assigned by the County Executive Officer. Incumbents are expected to lead other managers and model behaviors that exemplify quality customer service; provide effective and ethical leadership; creatively and strategically plan, develop and implement programs that leverage fiscal and human resources to achieve results; maintain accountability for strategy and goal formation; analyze issues and data; communicate and collaborate effectively across multiple levels; and efficiently use public resources. Incumbents are results oriented and committed to public service. The work requires initiative, judgment, discretion, and ability to make independent decisions within established policies and procedures set forth by the Board of Supervisors, County Executive Officer, and federal, state and local, laws, ordinances, and regulations. Incumbents participate in high level decision making regarding proposed policies, procedures, and legislation and must demonstrate a high level of integrity and discretion.

## EXAMPLES OF DUTIES

Provides support, supervision, and oversight over selected policy, operational, personnel, and fiscal matters within the County Administrative Office and Clerk of the Board, which may include supervising the Public Information Officer, as assigned by the County Executive Officer coordinates the work of assigned County departments, divisions, and/or offices, especially those activities, programs, and projects involving multiple departments and internal services functions; assists with planning, organizing and administering operations of the County, either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the County in accordance with applicable laws, codes and regulations along with adopted policies and objectives of the Board of Supervisors; may function as the Assistant County Executive Officer in his or her absence; interfaces with the County Executive Officer and Board of Supervisors at a policy-making level; develops, implements and evaluates departmental standards, policies, goals and outcomes; makes broad policy decisions for the department, work that is performed, and customer service delivery; prioritizes and allocates resources within the department, oversees the development of the department budget, and balances fiscal priorities among divisions, projects and programs; establishes department performance measures and assumes accountability for achieving department results; may participate in the development and implementation of an Emergency Operations Center during times of disaster and facilitate disaster response and recovery operations in conjunction with CalOES, community partners, and other stakeholders; leads multi-disciplinary teams with team membership from multiple departments, labor organizations, the community, and/or governmental agencies; represents the County Executive Officer and Board in meetings with governmental agencies, special districts, advisory bodies, community groups and others; coordinates resources and decision making with other departments; and exercises a high level of independent action and decision making over department operations.

## IDEAL CANDIDATE

The ideal candidate has a bachelor's degree from an accredited college or university with major course work in public or business administration or closely related field and four years of broad and extensive, progressively responsible work experience within the public sector in a management or administrative capacity (planning, organizing, and executing a wide variety of programs). The ideal candidate will be well-versed in principles and practices of public administration, policy analysis, and community engagement.

## QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

**Knowledge of:** Current administrative principles and practices, including goal setting, program development, implementation, and evaluation; organization of County government, operations, policies, and functions and their relationship to federal, state, and municipal governments; Fiscal administration, including budget development/ preparation, expenditure control, and revenue projections; principles and practices of public finance and governmental accounting/budgeting;

pertinent Federal, State, and local laws, codes, regulations, and practices in a County government and union environment; organizational and management practices as applied to fiscal analysis and evaluation, including the implementation of related programs, policies and procedures; principles and practices of supervision, project planning, employee relations, training, management methods, performance evaluation, and procedures; versatile communication styles and approaches; public information communication standards and methods; modern office practices, methods, and equipment, including computer software and hardware.

**Ability to:** Assist with the general administration of County government; maintain focus, passion and intensity during times of adversity in order to achieve a desired outcome; perform difficult analytical and administrative work involving the use of objective analysis, independent judgment, and personal initiative; affect successful outcomes for the County through use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties; interpret, apply, and ensure compliance with applicable federal, state, and local laws, rules, and regulations; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of identified goals; respond in a timely and flexible manner to requirements of the Board of Supervisors; organize and prioritize a variety of projects and multiple tasks with conflicting deadlines in an effective and timely manner to meet critical timelines; prepare and present clear and concise correspondence, reports, and recommendations; supervise, train, and evaluate the work of professional staff; effectively represent the County's interests within conflicting, diverse, and complex issues and situations using tact, patience, and courtesy; build rapport and foster cooperative working relationships with staff, other departments and agencies, the private sector, and the public; use tact, initiative, prudence and independent judgement within general policy, procedural and legal guidelines.

**These standards are typically attained with** graduation from an accredited college or university with major course work public or business administration or a closely related field **AND** four years of broad and extensive, progressively responsible work experience within the public sector in a management or administrative capacity involving responsibility for planning, organizing, and executing a wide variety of programs having agency wide impact.

Commensurate work experience may be considered in lieu of educational experience on a case by case basis.

### SPECIAL REQUIREMENTS

Possession of a valid California driver's license.

### SUPPLEMENTAL QUESTIONS

Responses to the following questions must be submitted with a completed application.

1. Please describe your most significant experience developing complex administrative or operational recommendations or strategies for governmental programs.

2. Please describe how you would engage and interact with Shasta County communities while representing the County.
3. Please describe a major project you led from beginning to end, including the result of the project.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

## OTHER CONSIDERATIONS

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.

- Shasta County participates in E-Verify. For more information click [here](#). If you do not have internet access, contact Personnel at (530) 225-5515 to request a flier.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees' Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute up to 9.50% of his/her pay to this plan, or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employees benefit page at [Employee Benefits](#) for additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County's website are for information purposes only. To the extent the provisions of the flyer or the County's website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

## SALARY & BENEFITS

- **Salary:** \$10,775 - \$13,752 per month.
- **Holidays:** 12 days per year and 1 additional floating holiday
- **Vacation:** 10 days first 3 years; 15 days 4-9 years; 17 days 10-15 years; 20 days 16 years and thereafter.
- **Sick Leave:** 12 days per year with a generous pro rata payoff at termination after at least 5 years.
- **Administrative Leave:** Up to 80 hours of administrative leave per calendar year.
- **Retirement:** CalPERS, coordinated with Social Security.
- **Insurance:** Medical and dental plan, with the County paying for most of the employee and a portion of the dependent cost; a vision plan, a fully-paid life insurance policy and long-term disability plan.
- **Other:** Deferred Compensation plan and IRC Section 125 plan.

## APPLICATION & SELECTION PROCEDURES

**Shasta County Personnel will accept applications and responses to the supplemental questions until 12:00 p.m., on July 03, 2023.** A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. *It is not acceptable to complete the application with statements such as, "Refer to Resume and/or Cover Letter," or "See Attached Resume and/or Cover Letter" the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.* Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

**Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.**

**Applicants are encouraged to apply on-line at [www.shastacountcareers.com](http://www.shastacountcareers.com) or submit an application to the Shasta County Personnel Office.**

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.



**SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Shasta County Personnel

1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515