



MONO COUNTY

County Administrative Officer

Recruitment Services Provided by Ralph Andersen & Associates



Experience California's Eastern Sierra

The Community

Mono County, with a population of just 14,000 in an area of approximately 3,030 square miles, offers its residents and visitors a rural setting with some of the most spectacular scenery in California. The County, on the east side of the Sierra Nevada mountains near Yosemite National Park, comprises vibrant resort communities, wide-open spaces and wild places, rural hamlets, historic sites, museums, and even a ghost town. Much of Mono County is public land (the Inyo and Humboldt-Toiyabe National Forests), which provides the ultimate in outdoor recreational and tourism opportunities. The communities of Bridgeport and Mammoth Lakes (the only incorporated town) both occupy important roles in the daily affairs of Mono County.

Bridgeport is the historic county seat, and the 1881 Courthouse anchors the town. The bucolic Bridgeport Valley is bordered by the rugged Sawtooth Range and offers premier trout fishing. Annual events, such as the Bridgeport Rodeo and the old-fashioned Fourth of July Parade, provide residents and tourists with small town living at its best.

Mammoth Lakes, home to one of the largest ski areas in the country, is a four-season destination resort and, with 8,000 full-time residents, the County's population center. In addition to winter snow sports, summer activities and events such as hiking, mountain biking, golfing, tennis, concerts, and art festivals attract visitors from all over the world.

Some of the County's workforce is based in Mammoth, and the town offers numerous services and amenities. Mammoth Hospital is designated by the federal government as a Critical Access Hospital. The facility prides itself on personalized care, along with a professional, full-time, and board certified medical staff and highly qualified nursing staff. Cerro Coso Community College's Eastern Sierra College Center offers AA degrees, transfer programs, and professional training with in-seat and online classes. The Mammoth-Yosemite Airport (MMH) offers daily commercial air service to Los Angeles year-round, and seasonal air service to San Francisco, San Diego, and other destinations.

Additionally, the County has a number of other sites that make the region quite unique, and that demonstrate the incredible diversity of the landscape. In Northern Mono County, the communities of Topaz, Coleville, and Walker offer relaxed rural living and proximity to Nevada's Carson Valley. Bodie ghost town, California's most visited State Park, is a reminder of the gold and silver boom of the late nineteenth century. Iconic Mono Lake, in the center of the County, is one of the western hemisphere's oldest lakes, and a draw for bird watchers and sightseers. Lee Vining, on its shore, serves as the eastern gateway to Yosemite, just 10 miles from Highway 395. Tucked away at the base of 10,909-ft. Carson Peak, the scenic 14 mile June Lake Loop is a mountain hideaway. The area has been attracting outdoor enthusiasts and nature lovers dating back to Hollywood's discovery of June Lake in the 1920's. In Southern Mono County, Crowley Lake and Swall Meadows are residential communities with room to grow and big views, and the Tri-Valley in the eastern part of the County is an agricultural area at the base of the White Mountains.

County Governance Structure

Mono County is a general law county, and is governed by a five-member Board of Supervisors elected by the voters of each of the five supervisorial districts. The Board of Supervisors sets policy and deals with legislative matters pertaining to the County. The Board of Supervisors appoints both the County Administrative Officer (CAO) and the County Counsel. Three other elected officials include the Sheriff-Coroner, Assessor, and District Attorney.

Current members of the Board of Supervisors include:

	Term Expires
• District 1 – Larry Johnston	January 1, 2019
• District 2 - Fred Stump	January 5, 2017
• District 3 – Tim Alpers	January 5, 2017
• District 4 – Tim Fesko, Chair	January 5, 2017
• District 5 – Stacy Corless	January 1, 2019

The County Administrative Officer is responsible for assisting the Board in conducting administrative affairs. The services that Mono County provides are typical of other counties in California and include law enforcement, health and human services, public works, community development, probation, and property tax administration. These services are provided to the citizens of Mono County through a system of departments, commissions, and boards. The Board of Supervisors meets in regularly scheduled meetings three times each month, the first two Tuesdays of each month in Bridgeport and the third Tuesday of each month in Mammoth Lakes. Typically, the County Administrative Officer would split his/her time between these two locations throughout the work week and reside in or around either location.

Mono County provides services and programs that are funded from a number of revenue sources that include property taxes, permit fees, and state and federal monies. This year's estimated expenditures are \$66 million, which includes a FY 2014-2015 General Fund expenditure plan of \$35 million with an additional \$31 million from other funds, enterprise funds, and dependent special districts. The County has 265 authorized FTEs. Information about the County's union contracts and MOUs are available on the County's website (under Human Resources) and are also available through Ralph Andersen & Associates.

The Ideal Candidate

Perhaps, above all else, the ideal candidate for this career opportunity will want to live, work, and recreate in Mono County making this community their home not only because of the professional opportunities/challenges but also since they are seeking and thoroughly enjoy a remote, picturesque mountain environment. The ideal candidate will have the ability to contribute at the executive level; provide highly collaborative and ethical leadership to the Board; inspire and lead staff; and also be recognized by the community as being strategic, passionate, and committed to the organization for the long-term. The ultimate outcome on all sides is consistent and well aligned. This common purpose and laser focus is on creating a partnership based on mutual trust and respect for public sector success, entrepreneurship, fiscal sustainability, and enhancement of the organization.

The ideal candidate will have a strong service orientation combined with a desire to lead an organization dedicated to providing residents with the highest level of service. Experience dealing with an array of community issues, including strategic planning and economic development in a remote mountain area, will be an added plus for the top candidate. The Board of Supervisors

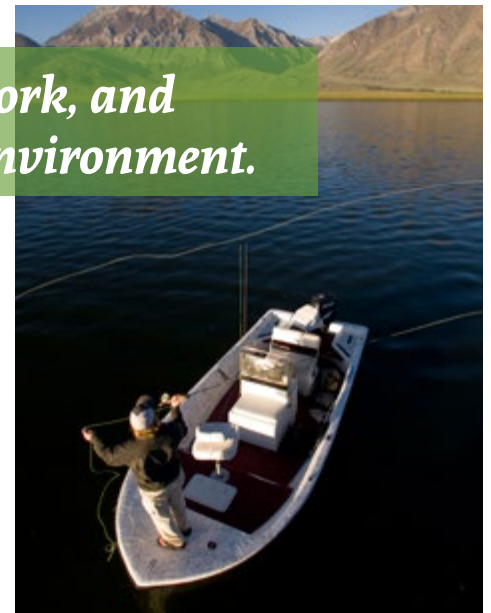
also desires an individual that will inspire and motivate – critically important leadership traits during on-going challenging economic times.

The ideal candidate will have the following personal and professional attributes and a record of success in the following:

- Outstanding strategist and collaborator; able to build consensus and continue to move an organization forward by working closely with the policy-makers in a hands-on, open, and transparent fashion.
- A people person; a dynamic individual with outstanding interpersonal skills and strong leadership who is able to create a working environment that supports staff and helps them grow in their positions, and who can form a strong, cohesive team. A strong manager that inspires productivity and empowers staff yet holds them accountable.
- An innovative and creative person who will provide alternatives to the Board based on a broad and practical review of issues and is comfortable presenting his/her professional recommendations.
- Possess broad knowledge of public finance including being able to develop new revenue sources and strategies to deal with funding constraints.
- A calculated risk taker who seeks solutions that are the result of sound analysis and who will continually improve public services to the County's citizens.
- Able to forge strong intergovernmental relationships with local, regional, state, and federal agencies and be professionally active in the local community as well as in key organizations, e.g., Rural Counties Representatives of California (RCRC) and California State Association of Counties (CSAC). The ability for the CAO to have a strong presence and deal with pending and enacted legislation in both California and nationally is important to this Board.
- One who is decisive in addressing issues and recommending the appropriate course of action is required as well as someone who truly listens to all perspectives from others and understands their viewpoints before rendering a decision.



Mono County offers an opportunity to live, work, and recreate in a spectacular and breath-taking environment.





- Has earned the respect and trust of others through a high level of integrity, honesty, openness, and accessibility.
- Has demonstrated strong personnel skills in labor negotiations and contract negotiations.
- Encourages and solicits public participation on County issues, and truly understands that government serves the public.

In summary, the top candidate for County Administrative Officer must be high energy and able to work with a forward-thinking, results-oriented, and cohesive Board to ignite and drive projects to conclusion while building on the momentum currently in place with this elected body. Additionally, the CAO will also have a straightforward and direct communication style and be an excellent listener. The new CAO will also eagerly embrace and promote the benefits, attributes, and quality of life valued by the Board, staff, and community members throughout Mono County.

Education & Experience

The Board of Supervisors will give strong consideration to qualified candidates that have had experience in county government at the executive, deputy/assistant, or department director level. Comparable size, scope, and oversight responsibilities (i.e., budget and staff) will also be considered. The Board has a strong preference for California county experience but will also consider applicants in the Western States with county experience especially those that have involvement with a remote resort destination community.

The combination of education and experience equal to a Master's degree plus significant experience in a highly responsible administrative or managerial position in a county organization is required. Private sector candidates with prior county experience and a desire to return to public service will also be favorably reviewed.

The Compensation

The anticipated salary range for this position is \$160,000 - \$180,000. Placement in the range will be based on qualifications and experience. Candidates with a compensation near or exceeding the top of the salary range are encouraged to discuss specifics with Ralph Andersen & Associates. The Board of Supervisors will negotiate an at-will employment agreement with the selected candidate that may also include moving and relocation expenses.

Mono County provides an excellent benefit package for this position that includes the following:

- **CalPERS Retirement** – 2.5%@55 for current members of CalPERS; new members in CalPERS will be enrolled at 2%@62. The employee pays their 7% CalPERS contribution. Mono County **does not** participate in Social Security except for the mandatory Medicare deduction.
- **457 and 401(a) Plan** – A 3% contribution by employee to the County's 457 deferred compensation plan is matched by the County and contributed to a 401(a) Plan (graduated 6-year vesting period).

- **Health Insurance** – Eligibility is the first day of the month following the date of hire. County pays for the majority of the premium with the following employee contribution: \$25 per month for individual coverage; \$50 per month for employee plus one dependent; and \$100 for family coverage.
- **Dental/Vision** – Fully paid plans for both the employee and family.
- **Vacation** – Fifteen (15) days per year, increasing after 10 years of service.
- **Administrative Leave** – Ten (10) days per calendar year (80 hours).
- **Holidays** – Fourteen (14) holidays per year plus two (2) personal holidays.
- **Sick Leave** – Twelve (12) days per year.
- **Life Insurance** – \$50,000 policy paid by the County.
- **Wellness Program** – The County pays a portion for membership at specified local health clubs.

To Be Considered

This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references **will not** be contacted until mutual interest has been established. Candidates are encouraged to **apply by September 4, 2015 with the first review of resumes to begin during the second week of September (See Recruitment Schedule)**. This recruitment is considered open until filled. **Electronic submittals are strongly preferred to Ralph Andersen & Associates via email at apply@ralphandersen.com** and should include a compelling cover letter, comprehensive resume, and current salary.

Only the top tier of candidates will be invited to interview with the Board of Supervisors. Important to note, the Board of Supervisors desires a smooth transition with the new CAO and every effort will be made to accommodate an orderly transition including support and guidance from the Interim CAO (not a candidate for this position).

Confidential inquiries welcomed to Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900.

Recruitment Schedule

- **Recruitment Opens:** Wednesday, July 15
- **Closing Date:** Friday, September 4
- **First Review and Evaluation of Candidates:** On-going thru Friday, September 11
- **Update to Board and Selection of Applicants to Proceed (Closed Session):** Tuesday, September 15
- **Tour of Area (Self-Guided / Strongly Encouraged):** Tuesday, October 6
- **Board Interviews (Closed Session) – Semi Finalists Round #1 (Tentative Dates):** Wednesday (afternoon / evening), Thursday (all day) and/or Friday (morning), October 7, 8, 9
- **Board Meeting (Discussion Only):** Tuesday, October 13
- **Board Interviews (Closed Session) – Finalists Round #2 (If needed):** Thursday (afternoon), October 22
- **Board Interviews (Closed Session for Call-back Interviews / Final Decision):** Friday, October 23
- **Contingent Offer / Backgrounds:** Late October / Early November
- **Start Date:** Late November 2015 / Early December 2015 (or mutually agreeable date)