THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.6 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County’s unincorporated area is approximately 600,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of park, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the more affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive are Administrative Services, Public Safety and Justice, Community Services, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care Services, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County’s Adopted Fiscal Year (FY) 2023-24 Budget is approximately $8.8 billion, and there are more than 13,600 full-time employees.
**THE AGENCY**

The County of Sacramento's Administrative Services Agency is a diverse group of departments and offices that focus on a variety of services needed for the daily operation of County business. These departments include County Clerk/Recorder, Emergency Services, Finance, General Services, Personnel Services, Technology, and Voter Registration & Elections. There is also a coordinative relationship with the Assessor, Library JPA, Sacramento County Employee Retirement System, Sacramento County LAFCO, and Civil Service.

The Agency's assigned departments employ approximately 1,560 full-time equivalent employees. The Fiscal Year 2023-24 Adopted Budget includes total appropriations of approximately $978 million. The services provided include but are not limited to: Administrative and Business Services; Annual Comprehensive Financial Report (ACFR); Auditor-Controller; Bids; Birth, Death and Marriage Certified Copies; Business Licenses; Consolidated Utility Billing and Services (CUBS); Contracts and Purchasing; Data Center; Deferred Compensation; Elections; Emergency Management; Emergency Operations Center (EOC); Employee Benefits; Employment Services; Facility and Property Services; Fleet Services; Geographic Information Systems; Information Security; Investments; IT Services and Support; Labor Relations; Property Tax Collections; Real Estate; Regional Public Safety Radio Services; Risk Management; Safety; Tax Accounting; Technology Planning; Telephones; Training and Organization Development; Treasury; Voter Registration; and Workers’ Compensation.

Administrative Services is committed to providing exemplary services to customers while maintaining the highest degree of respect, fairness, public trust and integrity.

**THE POSITION**

The Deputy County Executive – Administrative Services works under executive policy direction from the County Executive while overseeing and providing policy direction to subordinate department heads. The position has the overall responsibility for policy development, fiscal management, and the administration and coordination of programs and services for all assigned departments.

Responsibilities of the Deputy County Executive – Administrative Services include, but are not limited to, the following:
- Through department heads, plans, organizes and directs the activities of the departments to achieve efficient operations and to meet internal and external organization and service goals
- Identifies future needs of the departments and County, and directs the development of strategies for meeting the changing needs; establishes long-term goals
- Oversees the development and implementation of department policies and procedures
- Meets with the Board of Supervisors, County Executive, State, local and Federal government officials on an ongoing basis to discuss administrative issues affecting the County

Other essential duties of the Deputy County Executive – Administrative Services, include:
- Oversees the coordination of countywide administrative operations with other county agencies, outside agencies, and public and private organizations; through department heads, oversees the development and implementation of programs and projects to enhance services, control costs and resolve problems
- Reviews, analyzes and interprets legislation and regulations; develops, recommends and oversees the implementation of policies and procedures for compliance; consults with legal counsel regarding legal requirements for the organization/departments
- Administers the budget and fiscal process for all the identified departments
Sacramento County is an innovative, progressive, dynamic organization that continually strives to meet the changing needs of the residents of the County. Sacramento County is seeking an individual who has a commitment to developing this innovative vision, and the experience in directing a varied and diverse workforce. The selected candidate will be a collaborative and confident leader who has the ability to work with an experienced senior management team.

The ideal candidate must work well with elected officials, advisory boards, officials from all levels of government, the general public, and the media. They will exhibit a professional presence, excellent business acumen and possess excellent communication, analytical and organizational skills. They must be a strong team player and an innovative problem solver who must possess a positive can-do attitude and a commitment to enhance customer service. The selected candidate will be a flexible and situational manager who is participatory, yet willing to make decisions. They will mentor and coach the staff. They will be able to successfully function in a decentralized environment. This person will be able to assess a situation and give the best professional decision.

Candidates for the position of Deputy County Executive – Administrative Services must have knowledge of:
- Principles, practices and methods of accounting, fiscal management, budgeting, human resource management, and other support services
- Administrative principles and methods, including goal setting, program development and administration
- Laws, rules, and regulations affecting local government
- Principles and practices of budget development and administration
- Internal procedural, financial and operational issues regarding support functions
- Social, political and economic issues influencing local government

In addition, the Deputy County Executive – Administrative Services must be able to provide the high level of expertise needed to successfully implement the vision for Administrative Services [DV1] and have the professional qualities and abilities that include:
- Provide executive direction and manage a diverse organization through department heads; including goal setting, budget management, personnel, and long-term planning
- Analyze complex problems and recommend solutions
- Oversee the development and implementation of fiscal and operational policies that support long term goals and objectives for the agency and the county generally
- Prepare and deliver clear and concise reports, correspondence and presentations
- Exercise sound independent judgment within broad policy guidelines
- Develop effective working relationships with elected officials, advisory boards, and officials from all levels of government, public and private agency leaders, advocacy groups, the general public and media
- Operate effectively in a political environment and under highly stressful situations

**THE IDEAL CANDIDATE**

The ideal candidate will have extensive management experience, preferably in an administrative or support services department. Typical ways to meet this requirement are:

**Either:** Two years of experience as department head in an administrative or support services department in Sacramento County;

**Or:** Two years of executive management experience in a public agency with responsibility for directing an administrative or support services organization, such as accounting, budgeting, finance, human resources, general services, or other centralized administrative function.

**Note:** Possession of a bachelor’s degree or higher from an accredited college or university in public administration, business administration, accounting, human resource management; pre-law; operations management; or a similar field is highly desirable.

**DESIRED QUALIFICATIONS**

The ideal candidate will have extensive management experience, preferably in an administrative or support services department. Typical ways to meet this requirement are:

**Either:** Two years of experience as department head in an administrative or support services department in Sacramento County;

**Or:** Two years of executive management experience in a public agency with responsibility for directing an administrative or support services organization, such as accounting, budgeting, finance, human resources, general services, or other centralized administrative function.

**Note:** Possession of a bachelor’s degree or higher from an accredited college or university in public administration, business administration, accounting, human resource management; pre-law; operations management; or a similar field is highly desirable.
COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is $278,142.48 – $306,643.68 annually plus an additional 3.35% management incentive for a combined total of $287,460.25-$316,916.24.

The attractive benefits program includes:

- **Retirement** – The County’s defined-benefit pension plan is provided by the County Employees’ Retirement Law of 1937 and is managed by the Sacramento County Employees’ Retirement System (SCERS) Board of Retirement.
- **Auto Allowance** – $550 per month.
- **Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.
- **Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b)Deferred Compensation Plan up to 3% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) are at least 1% of gross salary for the pay period or at least 1% of the compensation earned year-to-date.
- **Life Insurance** – $50,000 in life insurance coverage for the employee and $2,000 for all eligible dependents. Employees have the option to purchase up to $1,000,000 in additional life insurance coverage.
- **Holidays** – 14.5 paid holidays per year.
- **Vacation** – Two to five weeks (based upon length of service) of paid vacation.
- **Sick Leave** – 15 days per year.
- **Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- **Other Benefits** – The County contributes into a Retiree Health Savings Plan. After 10 years of County service, employees are eligible for 2.5% longevity pay.

HOW TO APPLY

If you are interested in pursuing this unique and exceptional career opportunity, please submit your resume, a cover letter, and three professional references via email to DPS-Recruitment@saccounty.gov.

This recruitment will remain open until the position is filled.

The initial submittal date is January 12, 2024.

Following the first submittal date, submissions will be screened according to the qualifications outlined above. The most qualified candidates will be invited to participate in the interview and selection process. Interviews are tentatively scheduled for TBD.

If you have questions and for additional information about this position, please contact the Recruitment and Talent Acquisition Team via phone at (916) 874-5593 or via email at DPS-Recruitment@saccounty.gov.

An Equal Opportunity/ADA Employer