



The County of San Bernardino

**Invites applications
for the position of**

County Administrative Officer

**Salary Commensurate with Qualifications
Plus Excellent Benefits Package**



County Administrative Officer

County of San Bernardino

The Position

The County Administrative Officer (CAO) works closely with the Board of Supervisors to ensure that the Board's policies and directives are carried out. The Board members also rely on the CAO to keep them informed and provide advice on issues affecting the County, its financial status, and its ability to provide services and meet the needs of the citizens of San Bernardino County.

The CAO oversees the work of the County Administrative Office and directs all County operations through agency and department administrators. Most County department heads, except those who are elected, report to the CAO.

Key responsibilities:

- ◆ Formulates and makes recommendations to the Board of Supervisors regarding policies, plans and programs to improve the efficiency of the County and changes in organizational structure.
- ◆ Directs the preparation of and manages the annual County budget; makes recommendations on and directs revenue raising measures, methods of financing capital improvements and long term financial planning.
- ◆ Attends and participates in meetings of the Board of Supervisors and its committees; represents the Board at local, regional, state and national meetings, conferences and events.
- ◆ Prescribes general rules, regulations and policies intended to standardize and improve work procedures, promote better coordination of programs and policies, greater efficiency among employees and better service to the public.

This unclassified position is appointed by and serves at the pleasure of the County Board of Supervisors.

The Ideal Candidate

The next County Administrative Officer (CAO) will be an experienced, business oriented manager/administrator with a proven track-record of positive accomplishments who will effectively partner with the County Board of Supervisors in providing leadership and direction to the County of San Bernardino and further reinforce a culture of excellence, service and integrity to the point that these values are embraced throughout the organization.

The CAO must possess exceptional communication skills, impeccable integrity and a high level of organizational acumen with the ability to earn and maintain the respect of, influence, and develop positive relationships with subordinates, peers and the community while operating in a manner devoid of political interests. A strong broad knowledge of governmental/organizational principles and insight into the political process, particularly as it relates to current issues affecting the County, are also crucial to this position.

The **ideal background** for this position includes eight years of recent executive level managerial or administrative experience in a large county or municipality, including extensive finance, budgeting, project management and economic development experience. Although prior experience with a government entity is preferred, it is not required. Education should be commensurate with this position.



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The County of San Bernardino

At more than 20,000 square miles, San Bernardino County is the largest county in the continental United States and provides a vast array of opportunities for its citizens.



San Bernardino County is larger than nine different states and boasts an economy that ranks among the 50 largest in the world. As one of the fastest growing metropolitan areas in the United States, this developing region offers its population a temperate climate, a variety of quality educational and recreational facilities, and an ideal centralized location for access to destinations throughout all of Southern California and the southwestern United States.

The Organization

San Bernardino County is a dynamic charter county governed by a full-time, five member Board of Supervisors elected by district to four-year terms. The County Administrative Officer, the County's highest-ranking non-elected post, is appointed by and serves at the pleasure of the Board of Supervisors.

The County has approximately 19,000 employees, with an annual operating budget of approximately \$4.3 billion for fiscal year 2009/2010.

The County is responsible for the delivery of all health and human services and criminal justice functions mandated by state and federal law. The County also provides traditional municipal services to the many residents of its unincorporated areas.

For additional information regarding the County of San Bernardino, please visit our website at:

www.sbcounty.gov

An Equal Employment and ADA Compliant Employer



Compensation

The CAO's compensation will be based on the successful candidate's qualifications. In addition, the CAO will receive a generous benefits package that includes:

- ◆ Retirement Plans
- ◆ Annual Paid Time Off
- ◆ Life Insurance
- ◆ Short and Long Term Disability Insurance
- ◆ Health Insurance
- ◆ Medical Flexible Spending Account
- ◆ Retirement Medical Trust
- ◆ Automobile and Portable Communication Device Allowance
- ◆ Relocation Assistance
- ◆ Professional Development
- ◆ Healthy Lifestyles Program

County Administrative Officer

County of San Bernardino

Mission Statement

The mission of the government of the County of San Bernardino is to satisfy its customers by providing service that promotes the health, safety, well being, and quality of life of its residents according to the County Charter, general laws, and the will of the people it serves.

Vision Statement

Our vision is to create a safe, clean, and healthy environment that appeals to families and individuals, and attracts the best in business and industry. We will create, support, and enhance vibrant communities that emphasize beauty, culture, art, recreation, education, and a sense of history.

Values Statement

To achieve our Vision, we dedicate ourselves to these values:

- ◆ Valuing our workforce by providing recognition, training and education, opportunities for customer service and career development, a safe and healthy work environment and fair compensation.
- ◆ Appreciation and promotion of the diverse cultures that comprise our workforce and the communities we serve.
- ◆ Leadership by coordinating regional planning through collaboration with local communities and businesses.
- ◆ Unquestioned integrity that embraces a culture of honor and trustworthiness.
- ◆ Excellence in the development of efficient and cost-effective strategies to improve customer service in an atmosphere that allows and encourages new ideas.
- ◆ Service of the highest quality to our customers delivered with dignity and respect.

The Application Process

Interested candidates who wish to be considered and believe they possess the ideal candidate profile may submit (*email preferred*) a comprehensive resume, salary history, five references (references will not be contacted until mutual interest is determined) and a letter explaining how they meet the profile to:

Email: ExecRecruit@hr.sbcounty.gov

Ted Cooper, Employment Division Chief
County of San Bernardino Human Resources
157 West 5th Street, 1st Floor, San Bernardino, CA 92415-0440
(909) 387-5565 • TTY Users: 711 • Fax: (909) 387-5792

*Applications will be accepted until a sufficient number of qualified applications has been received.
Candidates are encouraged to apply ASAP as recruitment may close without notice.*