

COUNTY OF
SONOMA



Room to Move. Room to Grow.

ASSISTANT COUNTY ADMINISTRATOR

County of Sonoma

Santa Rosa, California

Salary: \$205,539 - \$248,283*

The County of Sonoma seeks a collaborative and progressive leader to become the next Assistant County Administrator. The Assistant County Administrator plays a critical role on the County management team by assisting the County Administrator in making major financial, administrative, and policy recommendations to the Board of Supervisors. The Assistant County Administrator will serve as the Chief Operating Officer for the organization and oversee the County's fiscal and budget activities through the office of the County Administrator. Additionally, this position is responsible for handling the day-to-day operational oversight and management of the department operations and its staff. The successful candidate will have a strong background in government budgeting and finance, policy development, labor relations, and project management. Candidates should also possess extensive knowledge of public administration and management, county government organization and functions, and their relationship to federal, state, and municipal governments; legislative experience; excellent written and verbal communication skills; be capable of facilitating groups; and have a strong and positive presence. The next Assistant County Administrator will be politically astute and recognize and champion the County's diversity, vibrant cultures, populations, and visions of Sonoma County and its varied communities across all demographics and socio-economic levels to advance the County's mission to enrich the quality of life in Sonoma County through superior public services.

The minimum qualifications for this position typically include a bachelor's degree in business administration, public administration, management, finance, economics, or accounting, and five years of increasingly responsible experience in a private or governmental agency with responsibility in administration or financial analysis, including systems, procedures, and program evaluation. Additional qualifying experience may be substituted for the college education on a year-for-year basis. At least two years of experience in a responsible executive-level administrative or management capacity with a governmental/public sector agency, including the supervision of professional level staff, is required. The most qualified and desirable candidates will possess an executive management background that includes at least five years in the capacity of County Administrator, Assistant/Deputy County Administrator, County Department Head, Assistant/Deputy Department Head, City Manager, Assistant/Deputy City Manager, or a related position, within a complex and challenging public sector environment.

*The annual base salary range for the position is \$198,339-\$241,083. In addition to the base salary, the position receives a cash allowance of approximately \$600 per month. Combined, the annual salary is \$205,539-\$248,283. Salary is negotiable within the established base salary range. Benefits described herein do not represent a contract and may be changed without notice.

To apply, and for detailed information, visit: www.yourpath2sonomacounty.org - Job Opportunities.
EOE APPLY BY: April 10, 2023.