

# County Executive Officer

## COUNTY OF NAPA, CALIFORNIA



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EXECUTIVE SEARCH

## THE COUNTY

Located in the heart of California's premier wine region and one of the most beautiful valleys in the state, Napa County also is part of the dynamic San Francisco Bay metropolitan area. Founded in 1850 with the statehood of California, it is one of four North Bay counties in the state. Encompassing 789 square miles, Napa County has a population of 141,633 residing primarily in the five municipalities: the cities of American Canyon, Calistoga, Napa, and St. Helena, and the Town of Yountville. Napa is the County seat and most populous city of the County. American Canyon is the second largest city in Napa County.

The vast majority of land within the County is unincorporated and devoted to picturesque vineyards, farms, ranches and forestland, providing the area with a great deal of open space. Just east of the Napa Valley, Lake Berryessa is one of the largest bodies of fresh water in California. It offers boating as well as quiet coves for kayaking, swimming, and fishing. The County's temperate year-round climate provides ideal weather for the growth of world-class wine grapes. The valley's unique microclimates also allow residents and visitors the opportunity to take full advantage of numerous recreational pursuits available in the immediate area. Golfing, fishing, cycling, hiking, boating and horseback riding are readily available. Of course, Napa Valley is also synonymous with world-class restaurants, destination resorts, and some of the world's most famous wineries.

The County's economy has always had a strong agricultural base and has a substantial presence in the wine industry. Major industries located within the County's boundaries, or in close proximity, include grape growers, wine producers, and manufacturers of wine industry-related products. The State of California also has a significant economic presence due to a major mental health facility that provides employment to over 2,000 healthcare professionals and staff. Two elementary school districts and three unified school districts provide public education in the County. Higher education is available in the County via Napa Valley College and Pacific Union College.

The transportation network includes publicly operated systems as well as private enterprise systems within the County. A privately owned transportation service operates from Napa and Vallejo to San Francisco International Airport and Oakland International Airport. In addition, the Napa County Airport and Angwin Airport serve privately owned aircraft.

With its strategic location, natural and cultural resources, history of responsible land use planning, and attractive quality of life, Napa County offers its residents the ideal mix of rural and urban amenities.

## THE ORGANIZATION

Napa County is a general law County divided into five supervisorial districts based on population. The five members of the County Board of Supervisors are elected to four-year terms in staggered years. The Chair of the Board is rotated among the members by District. The Board has jurisdiction over land use, roads and municipal services in the unincorporated areas of the County. For other services, such as Criminal Justice, Health and Human Services, document recording, and so forth, the Board's jurisdiction is Countywide. Also elected are the Auditor-Controller, Assessor-Recorder-County Clerk, District Attorney,

Sheriff-Coroner, and Treasurer-Tax Collector. A County Executive Officer (CEO) appointed by the Board manages the day-to-day business affairs of the County.

Recently, three new Supervisors have joined two long-standing Board members, thereby creating opportunities for strategic visioning. This professional, cohesive, and collaborative Board of Supervisors looks forward to working effectively with its next CEO.

The County provides a wide range of services, including public protection, environmental management, health and mental health services, senior citizen assistance, multiple public assistance programs, the construction and maintenance of roads and infrastructure, library services, airport services, fire protection, and a variety of other general governmental services. Supporting the delivery of services are more than 1,400 employees operating with a fiscal year budget of \$512 million. Napa County enjoys a AAA credit rating.

With its tradition of prudent fiscal policies, the County successfully weathered the recent economic downturn without impacting staffing levels. In addition, the County has successfully continued to provide outstanding service while faced with major and unforeseen challenges including fires, flooding, and earthquakes. Negotiations were recently completed with the County's two unions (DSA and SEIU) with contracts expiring in late 2019 and 2020. A number of exciting capital projects are either being constructed or scheduled for construction within the next year.

The Napa County organization has a long-standing reputation for its collaborative spirit in providing fiscally prudent and high-quality services. The County enjoys a department head team of cohesive and collegial professionals. Napa County embraces the concept, "We work together in pursuit of excellence." In carrying out responsibilities, the organization is guided by its mission statement.

### MISSION

THE COUNTY OF NAPA IS DEDICATED TO PRESERVING AGRICULTURE AND THE ENVIRONMENT AND TO PROVIDING LEADERSHIP AND SERVICES TO ADVANCE THE HEALTH, SAFETY AND ECONOMIC WELL BEING OF CURRENT AND FUTURE GENERATIONS.

For more information about Napa County, please visit <http://Countyofnapa.org>.

## THE POSITION

The CEO is appointed by, represents, and serves at the pleasure of the Board of Supervisors. The CEO shall exercise overall responsibility for sound and effective management of County government, pursuant to Board policy and the adopted budget. In addition, the CEO will promote county activities and affairs with government and private entities.

The CEO is also responsible for evaluating the effectiveness and efficiency of County programs, preparing and recommending the County's annual budget to the Board, administering the County's approved budget, and conducting long-range financial planning. The CEO oversees the County's state/federal legislative advocacy, internal and external communication activities, and risk and emergency services efforts, and provides for the effective administration of the County's human resources, information technology, and purchasing systems.

The County Executive Office comprises the CEO and the professional and support staff who assist in planning, monitoring, and overseeing County

operations and providing staff support to the Board of Supervisors. The Office includes a number of functions and programs, including Budget & Analysis, Clerk of the Board of Supervisors, Housing and Intergovernmental Affairs, Risk Management, Emergency Services, and Training and Organizational Development. The County Executive Office Department also includes two major divisions: Human Resources and Information Technology Services.



## THE IDEAL CANDIDATE

In conversations with members of the Board of Supervisors as well as County department heads, the ideal candidate profile has been developed.

The next CEO will establish a relationship of trust with the Board. The individual selected will be intuitive and have the ability to interpret and implement the Board's vision, thereby communicating that vision throughout the organization. An ability to tap in and harness the dynamics and energy of the Board is desired. The CEO will provide the Board with options and clear recommendations and will have the ability to say "no" when necessary.

Throughout the organization, the CEO will be approachable and accessible. Through competence as well as confidence, the CEO will quickly establish credibility. Joining this collegial and collaborative organization, the CEO will not be a micromanager and will trust and provide department heads autonomy to perform effectively. Conversely, the CEO will be forward thinking and have the ability to look for process improvements, best practices, and encourage a culture of synthesis between departments in order to break down perceived siloes and eliminate redundancies.

A proven collaborator and strategic thinker, the CEO will work to cultivate relationships and partnerships with the four cities and the town, non-profits, non-governmental organizations, and other agencies within the County. The CEO will create a culture of partnerships and serve as a strong advocate for the County. The CEO will also actively engage and network with statewide professional associations and agencies.

The ideal candidate will bring a solid understanding of local government finance and budgeting as well as an appreciation of the tourism- and agriculture-based economy. This position requires a Master's degree in public policy, public administration, business administration, economics or a related field. In addition, the ideal candidate will possess at least ten years of progressively responsible local government administrative experience involving budgetary analysis and control, financial and fiscal planning, personnel management, and organizational systems, procedures, and program analysis work including five years in a supervisory and administrative capacity and three years of experience with County government. Current County Executives and Assistant County Executives are strongly encouraged to apply.

## THE COMPENSATION

The CEO's listed annual salary is \$261,892.80, and appointment will be made depending on the experience and qualifications of the selected





candidate. In addition, the County offers a comprehensive benefits package including:

**RETIREMENT** – California Public Employees’ Retirement System (CalPERS): 2.5% @ 55 for members hired before October 29, 2011; 2.0% @ 60 for members with prior CalPERS or Reciprocal Agency service which began before 1/1/2013; or 2.0% @ 62 for new members with no prior CalPERS or Reciprocal Agency service. Retirement benefit formula may depend on individual circumstances. If qualifications are met, employee’s beneficiaries/ survivors are eligible for the pre-retirement death benefit, 1959 Survivor Benefit Level 4.

**VACATION** – 15 to 29 days of vacation annually based on years of service.

**MANAGEMENT LEAVE** – 80 hours of management leave per calendar year (60 hours convertible to cash).

**HOLIDAYS** – 12 paid holidays per year.

**SICK LEAVE** – 12 days earned per year with unlimited accrual.

**HEALTH INSURANCE** – County contributes a significant portion of the premium to employees and their dependents. The County provides a variety of CalPERS medical plans.

**DENTAL INSURANCE** – Choice of two dental plans with the County paying the premium for the employee and their dependents.

**VISION** – County offers a vision plan through VSP with the premium paid by the employee.

**LIFE INSURANCE** – Equal to one times annual salary (County paid), and an option of up to an additional \$200,000 at the employee’s expense.

**DISABILITY INSURANCE** – County paid short- and long-term disability insurance.

**DEFERRED COMPENSATION** – County offers 457 and 401a plans. County matches first \$1,000.00.

**PERSONAL LEAVE** – 19 hours credited during the first pay period of the calendar year (prorated based on date of hire).

**EAP** – The County offers an Employee Assistance Program.

**CELL PHONE AND CAR ALLOWANCE.**

**RELOCATION AND TEMPORARY LIVING** – Intrastate: \$10,000 for moving and temporary living (of that, maximum of \$5,000 for temporary living). Interstate: \$15,000 for moving and temporary living (of that, maximum of \$5,000 for temporary living). There is a repayment provision.



## SEARCH SCHEDULE

Filing Deadline ..... September 1, 2017

Preliminary Interviews ..... September 5-15, 2017

Recommendation of Candidates ..... September 19, 2017

Finalist Interview Process ..... October 6-7, 2017

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

**Peckham & McKenney**

[apply@peckhamandmckenney.com](mailto:apply@peckhamandmckenney.com)

Resumes are acknowledged within two business days. Call Bobbi Peckham toll-free at (866) 912-1919 for more information.



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