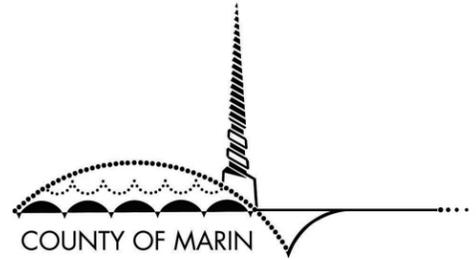


Compensation and Benefits

Marin County offers an attractive compensation and benefits program. The annual salary range for the Chief Assistant County Administrator is \$166,067—\$184,517 annually depending on qualifications. In addition, the salary is supplemented by a generous benefit program, which includes the following elements:

- ◆ **Retirement:** The County retirement system is authorized by the County Employees Retirement Law of 1937. This plan has a reciprocity relationship with CalPERS. The County does not participate in Social Security except for a mandatory Medicare contribution.
- ◆ **Insurance:** The County has a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.
- ◆ **Leave Allowances:** The County offers generous vacation, personal, management and sick leave benefits plus 10 paid holidays.
- ◆ **Deferred Compensation:** The County offers a choice of tax deferred 457k plans to which employees may contribute in order to enhance their retirement.



For additional information about Marin County benefits, please visit <http://www.marincounty.org/depts/hr/benefits>.

The Process

To pursue this unique and exceptional career opportunity, please forward a letter of interest, your resume, including your current salary, and five work-related references (who will not be contacted until mutual interest is established) to:

Paul Kimura
Avery Associates
3½ N. Santa Cruz Ave, Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date for this position is March 7, 2014.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424.



County of Marin

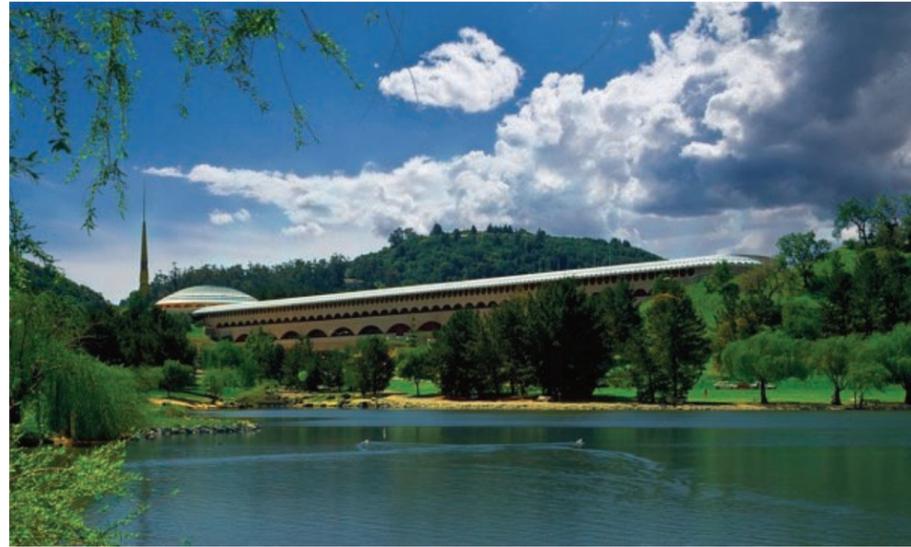


*invites your interest
for the position of*

Chief Assistant County Administrator

The Community

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 261,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild, year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer. Incorporated communities include Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael (the County seat), Sausalito, and Tiburon.



Marin County is known for its combination of rural and suburban lifestyles. It is a recreation destination for the entire Bay Area—the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes insurance related (e.g. Fireman's Fund), finance, movie and video production (e.g. Lucas Films), agriculture, aquaculture, computer software (e.g. Autodesk), communications equipment, printing, and tourism. Marin County children excel in school with test scores well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000, the Marin Community College has two campuses (Kentfield and Novato) and Dominican University is located in San Rafael.

The County

The County of Marin is a vibrant and thriving organization comprised of 23 agencies and departments with a workforce of approximately 2,300 employees and an operating budget of approximately \$450 million. The County's full array of public safety, community development, public works, health and human services, community services and administrative services is governed by the Board of Supervisors, which is made up of an elected representative from each of the five voting districts in this general law county. Many of the County's employees work at the historic Marin County Civic Center, designed by Frank Lloyd Wright, located in the City of San Rafael.

This diverse organization strives to uphold a set of core values at work: respect, trust, integrity, diversity, equality, excellence, accountability, innovation, and collaboration. These values help to maintain and enhance public trust and helps achieve high quality service outcomes. The County is committed to being a well-managed organization that relies on the talents of its workforce to succeed. This commitment is reflected in our Strategic Workforce Plan, which provides a blueprint for the County to continue building a thriving organization.

For more information on the County's Strategic Workforce Plan, please visit www.marincounty.org/~media/files/departments/hr/documents/strategicworkforceplan.pdf. For more detail regarding Our Values at Work, please visit www.marincounty.org/depts/hr/our-values-at-work. For more general information on the County, please visit www.marincounty.org.

The County Administrator's Office

The Board appoints a County Administrator to provide for the efficient and effective administration of the County in accordance with Board policies. The County Administrator is responsible for the coordinating the work of all County departments, overseeing administrative functions, and representing the County in intergovernmental relationships. The County Administrator also serves as the Clerk of the Board of Supervisors. The County Administrator's Office works to resolve interdepartmental issues and overseeing the overall administration of county government including budgeting, human resources, and information technology.

The Position

Serving the County Administrator with countywide management assistance, the Chief Assistant position has a broad range of responsibilities focused primarily on internal operations. Specifically, the Chief Assistant will be responsible for oversight of the County budget, coordinating administrative services and the public communications program, and serving as Acting County Administrator as necessary. The Chief Assistant may also coordinate the Board of Supervisors' weekly agenda. The Chief Assistant will develop a strong relationship with the County's departments to coordinate interdepartmental projects and programs. The Chief Assistant will also develop and maintain viable working relationships with the Board of Supervisors and Department Heads, both elected and appointed.

The Ideal Candidate

The ideal candidate will be an experienced local government executive or top-line assistant with a strong record of accomplishment, strategic planning, integrity, and professionalism, and a significant background in budgeting, supervision, capital projects, and work with elected officials. This enthusiastic and results-oriented leader will bring outstanding communication, critical thinking, and interpersonal qualities. Additionally, the ideal candidate will be:

- ◆ A critical thinker with the courage to pursue creative ideas
- ◆ An excellent communicator, orally and in writing
- ◆ Collaborative, inside and outside the organization
- ◆ Passionate about public service and community
- ◆ A proponent of the County's values and principles
- ◆ Remains current with the profession, its trends and best-practices
- ◆ Someone who values employees and supports their professional development
- ◆ A team player; in touch with other members regularly
- ◆ Able to find common sense solutions
- ◆ A positive, "can do" advocate
- ◆ Flexible

