



# CHIEF ADMINISTRATIVE OFFICER

## \$225,950 - \$274,643 DOQ

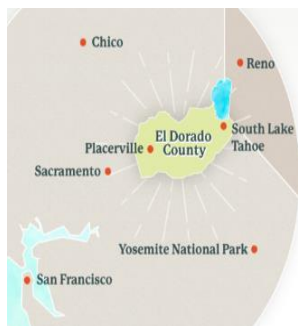
(Current Salary Approved, but Negotiable)  
*Plus Excellent Benefits*

*Applications Accepted Through:*  
**October 23, 2022**

***P*ROTHMAN**



## WHY APPLY?



Located in the Motherlode of east central California, the mountains and rolling hills of El Dorado County make it a great place for outdoor recreation year-round.

The right candidate will have the opportunity to use their knowledge and skills to manage staff, connect with the community, and make a difference in a vibrant history rich region.

This is an excellent opportunity for someone who wants to enjoy one of California's great regions and help an already flourishing county become even better.

## THE COMMUNITY

El Dorado County encompasses 1,786 miles that range from the eastern edge of the Sacramento Valley to the peaks of the Sierra Nevada. The western border is 30 minutes from California's State Capitol, and only 20 minutes away from over one million acres of breathtaking national forest.



El Dorado County is full of year-round activities with golf courses, hiking, mountain biking, gold panning, whitewater rafting and snow sports. El Dorado County is home to the famous Rubicon Trail which is a 22-mile off-road adventure enjoyed by 4x4 enthusiasts from around the world. There are hundreds of dining options including quaint coffee shops, steak houses, pubs, cafés and much more.



The largest city in El Dorado County is South Lake Tahoe with a population of 22,197. South Lake Tahoe sits at 6,200 feet above sea level and offers year-round activities including some of the best water sports, winter sports, bike trails, family fun and nightlife. There are three world class ski resorts, Heavenly, Kirkwood and Sierra-at-Tahoe along with many upscale breweries and restaurants for the whole family. South Lake Tahoe is home to beautiful sunsets and beaches and is full of dining, entertainment, and charm.

The city of Placerville is the county seat and is located 45 miles northeast of Sacramento. Placerville has a population of 10,970 and is celebrated for its gold rush past. With its historic Main Street made famous by fine artist Thomas Kincade, the proud and abundant heritage of this city is shown throughout downtown Placerville within its architecture and culture.

With a population of over 47,000, the town of El Dorado Hills also features plenty of enriching activities for the whole family. In El Dorado Hills you will find golf, hiking, award-winning restaurants, and outdoor concerts. In addition to its attractive Town Center's boutique-style shopping, it is home to a thriving business district.

## THE COUNTY & POSITION

El Dorado County government is comprised of a Board of Supervisors with five (5) members, one from each of the voting districts, with a term of four (4) years. El Dorado County employs more than 1,800 employees and has a 2022 all funds budget of approximately \$909 million. The vast size of the County means that the offices are spread from El Dorado Hills to South Lake Tahoe. The County also maintains the famous Rubicon Trail, manages the whitewater recreation on the South Fork of the American River and educates the visitors on the gold rush days of the region.

The Chief Administrative Officer is appointed by and reports to the Board of Supervisors and is responsible to the Board for the proper and efficient administration of the affairs of the county as prescribed in the County Charter. The Chief Administrative Officer is also responsible for coordinating the work of all offices and departments, identifying ways to achieve efficiency and economy in all county operations and recommending and administering the county budget.

In addition to the responsibility for overall county administration, the Chief Administrative Officer oversees the following: Emergency Medical Services and Emergency Preparedness Response Division; Office of Wildfire Preparedness and Resilience; Parks Division; and maintains a Central Services Division to provide services to the divisions of the office and other County departments through two (2) centralized fiscal units, countywide procurement and contracts, mail and stores and centralized facilities services.

To view a full job description and the full scope of responsibilities, please view the attachment found [here](#) or visit [www.prothman.com](http://www.prothman.com).



## IDEAL CANDIDATE PROFILE

### Education & Experience:

A bachelor's degree from an accredited four-year college or university with major coursework in public or business administration, political science, planning, public policy, finance, or a related field is required. The ideal candidate will also have ten (10) years of professional-level experience in progressively responsible administrative, operational, budgetary, or similar management analytical work, four (4) of which must be in a County Executive/Administrative Office setting, City Manager Office, or comparable public agency dealing with major public policy issues; and three (3) of which must be in a management capacity. A master's degree in public or business administration or a closely related field is highly desired.

Candidates must have possession of, or the ability to obtain, a valid California driver's license by time of appointment, and a satisfactory driving record.



### Desired Knowledge, Skills & Abilities:

- Be committed to being engaged and making a difference in the community of El Dorado County.
- Be a strategic intellectual who excels at problem solving and planning for the future, while operating effectively within the framework of established mission, values, and goals.
- Work effectively and openly with Board members while also being a collaborative partner that helps the Board transcend individual differences.
- Possess a demonstrated practice of an honest, respectful, and optimistic work ethic.
- Be a humble servant leader who nurtures relationships, mentors, and supports department heads and employees while inspiring them to work towards common goals.

- Remain calm under pressure and set the tone for a positive, productive, organizational culture.
- Be able to build trust, confidence, and credibility while working with staff, other County departments, local cities, state, and federal agencies, as well as the Board and executive leadership on policy and county initiatives.
- Be fiscally conservative and apply system thinking within the context of budget development and implementation.
- Possess demonstrated collaboration and communication skills in order to work effectively on competing priorities with a wide range of people from diverse backgrounds.
- Possess the ability to work effectively within the framework of local politics while not politicizing community issues or public services.
- Be accessible to the Board, employees, and the community while practicing a work life balance that nurtures their best self.
- Demonstrate tolerance for intelligent risks and be open to new ideas.

### COMPENSATION & BENEFITS

- **\$225,950 - \$274,643 DOQ (Negotiable)**
- Medical, dental and vision.
- \$6,240 per year Optional Benefits Credit that is given as cash.
- 4.5% County contribution towards deferred compensation.
- CalPERS
- Vacation starting at 15 days per year, which increases after year 5.
- 96 hours of management leave per year.
- Uncapped sick leave accrual.
- 11 paid county holidays per year and 2 floating holidays per year.
- County-paid life insurance with the option to purchase more.
- Long term disability.
- 6 months pay as severance after 1 year of service.

The County of El Dorado is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 23, 2022**. Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**El Dorado County, CA – Chief Administrative Officer**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



### RECRUITMENT TIMELINE

#### Position Posted

Monday, October 3<sup>rd</sup>, 2022

#### Applications Accepted Through

Sunday, October 23<sup>rd</sup>, 2022

#### Panel Interviews for Selected Candidates

Week of November 7<sup>th</sup>, 2022

#### Finalist Interviews with Board of Supervisors

Week of November 28<sup>th</sup>, 2022



**For more information on the County and region, please visit**

**[www.edcgov.us](http://www.edcgov.us)**

**[www.prothman.com](http://www.prothman.com)**

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