Deputy Executive Officer
Stanislaus County Chief Executive Office

$115,710 - $173,576 Annually

Apply by May 11, 2023
Interviews are tentatively scheduled for the week of May 22, 2023
THE POSITION

Stanislaus County is recruiting to fill one position at the Deputy Executive Officer level. Deputy Executive Officers are members of the Chief Executive Officer Senior Leadership Team, providing ample opportunity for collaboration and input on strategies and policies guiding County-wide operations. The responsibilities of the Community and Economic Development (CED) team include budget and operations support to the County departments that fall under the Board of Supervisors’ priority areas of Developing a High-Performing Economy, Promoting Lifelong Learning and Enhancing Community Infrastructure.

The Chief Executive Office has a long tradition of implementing progressive programs and services supported with strong partnerships throughout the organization. Collaboration with key business partners and community stakeholders is an essential component of the department’s culture. With strong connections to all sectors of our community, the Chief Executive Office offers unique professional growth opportunities for leaders to emerge at all levels of the organization.

The current opportunity is for a Deputy Executive Officer assigned to the CED team. Under the direction of an Assistant Executive Officer, this position will provide oversight of the economic development & housing activities for the County, including serving as the project manager for the Crows Landing Industrial Business Park project and County lead for the Stanislaus 2030 Investment Blueprint strategies. The Deputy Executive Officer will work closely with internal and external stakeholders to support the County’s vision, mission, and values, as well as the Board of Supervisors’ priorities.

Interested in learning more about the work that Chief Executive Office does?
Scan the QR code or visit www.stancounty.com/ceo

THE IDEAL CANDIDATE

Successful leaders in the Chief Executive Office thrive in an autonomous environment while demonstrating personal initiative for public service and passion for continuous improvement in service to the community. The ideal candidate will have a demonstrated track record of leadership and management experience, with the ability to develop and implement strategic plans, build teams, and drive organizational change. The Deputy Executive Officer will be a proactive problem-solver, able to work collaboratively with other senior leaders to identify opportunities for growth and improvement. Excellent communication and interpersonal skills are essential, as this position will be representing the County and engaging with stakeholders at all levels. A strong commitment to the County's mission, vision, and values is critical. To ensure success in this role, the candidate will be an excellent communicator, thrive in an environment focused on innovation, have previous experience in housing and economic development, and have a strong background in local government finance and budgeting.
TYPICAL TASKS

Organizational Performance Management
- Oversight of economic development activities for the County
- Oversight of housing strategies for the County
- Project manager for Crows Landing Industrial Business Park (CLIBP)
- County lead for Stanislaus 2030 Investment Blueprint strategies
- Review, analyze, and provide recommendations for organizational and/or operational issues, identifying their impact on County operations
- Ensure performance goals and objectives align with Board of Supervisors priorities and County objectives

Communicate, collaborate, and strategize professionally and effectively with staff at all levels of the organization, partner agencies and members of the community
- Communicate complex information in a well-thought out, concise and easy to understand manner
- Comfortable communicating both orally and in writing in a variety of settings and styles that are tailored to the audience being addressed
- Build effective and mutually respectful relationships within the County, as well as externally with stakeholders in the community
- Facilitate strategic discussions and collaborative solutions
- Represent the County in meetings with public officials, department directors, other public agencies and community partners

Effective Decision Making
- Make timely decisions that demonstrate a broad and creative range of options and a view toward long-term solutions
- Gather appropriate level of data and conduct thorough analysis to make sound decisions
- Encourage new and creative alternatives

Financial and Resource Management
- Demonstrate a sound understanding of multi-jurisdictional funding streams and regulations governing funding and expense utilization/reporting requirements
- Ensure compliance with mandates, rules, regulations, policies, and procedures in assigned functional area
- Conduct comprehensive financial planning, specialized studies, and various special projects

THE MINIMUM QUALIFICATIONS

KNOWLEDGE

Public Policy, Law and Government
Laws, legislation, initiatives, regulations, policies, and standards that impact local government management and leadership including legal codes, precedents, government regulations, executive orders, agency rules, and the democratic political process

Management and Leadership
Quality improvement, strategic planning, performance measurement, project management skills, leadership technique, production methods, and coordination of people and resources

Economics, Accounting and Fiscal Administration
Economic and accounting principles and practices, fiscal analysis, reporting of financial data, contract administration, fiscal procedures, financial modeling and reporting of financial data
THE MINIMUM QUALIFICATIONS

SKILLS/ABILITIES

- Social Perceptiveness
- Critical Thinking/Analysis
- Sound Reasoning and Logic
- Professionalism
- Ownership/Responsibility
- Relationship Building
- Complex Problem Solving
- Judgment and Decision Making
- Management of Personnel Resources
- Management of Financial Resources
- Problem Sensitivity
- Category Flexibility
- Fluency of Ideas
- Time Management

EDUCATION AND EXPERIENCE

- Graduation from an accredited four-year college or university with a degree in business administration, public administration, economics, or a closely related field.

AND

- Four (4) years of public sector management experience involving project management, organizational support and finance/budget duties.

Apply today to join our team & make a difference in Stanislaus County!
COMPENSATION & BENEFITS

Annual Base Salary: $115,710 - $173,576

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 10 paid holidays annually
- $900 annual Professional Development reimbursement
- Car allowance upon Department Head approval
- Moving allowance recruited from out-of-County
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:
Stanislaus County now offers an employee bonus worth up to $10,000! Visit stanjobs.org for details

Career Ladders:
We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Accounting to Public Safety to IT.

Learning Institute:
Whether you’re a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce.

“Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.
CLASSIFICATION INFORMATION
Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered “at-will” and is designated Management for labor relations purposes.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

APPLICATION PROCEDURES/FINAL FILING DATE
Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications. Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS
Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

GENERAL QUALIFICATIONS
• Pass County-paid pre-employment job-related background investigation.
• Perform job duties in a manner assuring a safe working environment for oneself and others.
• Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS
Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER
Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.