



COUNTY of VENTURA



The County of Ventura Invites Applications For

Deputy Executive Officer, Economic Vitality and Service Excellence

Base Annual Salary Up to \$195,477.57

*May be eligible for up to 5% educational incentive
and up to 10% New Hire Incentive*



Our County and Community

Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate with an average annual temperature of 74 degrees. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home."

Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, and to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.

County Executive Office

The County Executive Office is responsible for the recommendation and/or implementation of Board Policies, the preparation and administration of the County budget, the recruitment and retention of a high-caliber workforce and the negotiation and administration of contracts with a number of Labor Organizations. The CEO's office also has extensive interactions with the local cities and other public jurisdictions within the County as well as representatives of the state and federal governments. In conducting business, the CEO's office strives to provide high quality services in a fiscally prudent manner, while consistently fostering a culture of collaboration among agencies to better integrate and coordinate services, and actively promote diversity, equity and inclusion to reflect and engage the community.

The Position

Under direction of the Assistant County Executive Officer, this at-will position is responsible for the management of the Economic Development and Service Excellence program within the County Executive Office. This position interfaces with County Executive stakeholders, business leaders, economic development organizations, county executives and multi-disciplinary teams of managers, professionals, and technical staff to promote and enhance economic vitality in Ventura County and works to implement process improvements and encourage a culture of service excellence in all County Agencies and Departments.



This position interfaces with all levels of local, community and county leadership to carry out economic development and process improvement activities and oversees the specialized use of Lean Six Sigma methodologies.

The scope of the position is significant and the County seeks a “hands on” executive who will lead a specialized team of dedicated professionals.

Typical Qualifications

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE:

Extensive professional experience in developing and leading change in multi-disciplinary environments and at multiple organizational levels. The required knowledge, skills, and abilities can also be obtained by completion of a Bachelor's degree in Public Administration, Business Administration, Economics, or a closely related field with five (5) or more years of experience. Experience must include at least five (5) years of program management experience including experience in Economic Development, Business Management, facilitation of Kaizen or Project events using Lean Six Sigma.

Must have the ability to obtain and maintain a valid California Driver License.

HIGHLY DESIRED:

- A Master's degree and experience in the management of information, project management, systems and change management in both private and public sectors
- Public speaking experience before committees, commissions, boards, councils and elected officials
- Certification as a Lean Six Sigma practitioner at the Black Belt level

Examples of Duties

- Oversees and directs the Economic Vitality, Creative Arts & Economy, and Service Excellence programs, including budget preparation and operations; supervises and evaluates program support staff.
- Measures, tracks, and evaluates the goals and objectives contained in the Ventura County Strategic Plan, Economic Vitality Strategic Plan, and Creative Arts & Economy Strategic Plan to ensure program, service, and performance standards are met.
- Establishes and maintains contact with County Executives and multi-disciplinary teams of managers, professionals and technical staff to aid in the development of plans, goals, and objectives to facilitate economic vitality strategies, creative arts advancement, and deploy process improvements within their agencies.
- Provides leadership and support to maintain the momentum of county-wide economic vitality initiatives and priorities in meeting the goals of the Board adopted strategic plan, economic vitality strategic plan, creative arts & economy strategic plan and Service Excellence Council initiatives.
- May perform a wide variety of related work as assigned by the County Executive Officer and Board of Supervisors. Provides leadership and contributes to the development and institutionalization of best practice processes.
- Facilitates the strength of the County Service Excellence program through active management and development of County Green Belt practitioners.
- Represents the Economic Vitality program in various meetings, conferences, workshops, committees, and other forums; confers with representatives of other jurisdictions and private firms to exchange related information.
- Reviews, analyzes, and recommends continuous improvements to the Economic Vitality and Service Excellence programs, procedures and processes.
- Ensures records of employee Lean Six Sigma training and county improvements are kept current.
- Maintains up to date knowledge of economic development and process improvement industry trends, tools and standards to promote optimal performance of the County's efforts in these areas of focus.
- Responsible for demonstrating integrity, professionalism, industriousness, economic acumen, continuous improvement, and respect.



What We Offer

The County of Ventura offers an attractive compensation and benefits package. In addition to the salary of approximately \$139,613.15 to \$195,477.57 annually, an employee within this position will also be eligible for the following:

- A general salary increase of 4.0% effective December 24, 2023 and 3.5% effective December 22, 2024.
- New Hire/Retention/Referral Incentive: New hires may be eligible for a one-time New Hire Incentive up to 10% of the current annual base wage. (Subject to the applicable section of the Management Resolution (Secs. 625 – 627)
- Educational Incentive: An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate's degree.
- Bilingual Incentive: Incumbents may also be eligible for bilingual incentive depending upon operational needs and certification skills.
- Executive Administrative Leave: The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service or other public service. *Credit for prior public service may be considered (Management Resolution, § 1202A)
- Annual Leave Redemption: The ability to “cash in” or redeem up to 100 hours of Annual Leave per year after using 80 hours of annual leave within the previous 12 months (Management Resolution, § 1205).
- Deferred Compensation: Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- Health Insurance Plans: Medical, dental, and vision plans for you and your dependents. A flexible credit allowance of up to \$21,450 annually.
- Flexible Spending Accounts: Increase your spending power by reimbursement with pre-taxed dollars for IRS-approved dependent care and health care expenses.
- Holidays: 12 paid days per year which includes a scheduled floating holiday.
- Pension Plan: Both you and the County contribute to the County's Retirement Plan. If you are eligible, you may establish reciprocity with other public retirement systems, such as PERS.
- Additional Benefits: Professional Memberships, Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Wellness Program.

Recruitment Process

To apply for this exceptional career opportunity, please complete one of the following and include your answers to the Supplemental Questionnaire found in the job announcement:

- Email your resume and answers to the supplemental questionnaire (posted in the announcement) to Monika.Maine@ventura.org,

OR

- Submit an on-line application with answers to the supplemental questionnaire (posted in the announcement) at www.ventura.org/jobs and attach your current resume.

Resume Evaluation

A first review of resumes will commence November 20, 2023. All relevant work experience, training and education need to be included to determine eligibility.

Interview Process

Following a structured evaluation of the resumes, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second interview with County executive management. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quantity of the candidate pool.

Background Investigation

The selected candidate may be subjected to a thorough background investigation which may include inquiry into past employment, education, criminal background information, and driving record. In addition, the successful candidate may be subjected to Live Scan fingerprinting.

For further information about this recruitment, please contact Monika Maine by email Monika.Maine@ventura.org or by telephone at (805) 654-2419.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

