



Peckham & McKenney
“All about fit”



County Executive Officer
COUNTY OF NAPA, CALIFORNIA

THE COMMUNITY

The Napa Valley is home to over 135,000 diverse residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of the nation's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities. Most Napa County residents live in one of the County's five incorporated cities or town. 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 small town living and big city amenities. For more information on this charming locale, please visit the County of Napa's website at www.countyofnapa.org.

THE COUNTY

A general law county, Napa County is governed by a five-member Board of Supervisors who appoint a County Executive Officer to provide overall management for the County's operations, including day-to-day supervision of the County's appointed department heads. The County has a budget of over \$600 million, with a General Fund budget of approximately \$250 million. The County's nearly 1,600 employees provide services to the public through 17 departments; five managed by elected department heads and 12 appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. As an organization, the County is dedicated to reflecting the best of the community's values: integrity, accountability and service, preservation of agriculture and the environment, and providing leadership and services to advance the health, safety and economic well-being of current and future generations.

THE POSITION

The County Executive Officer (CEO) oversees the activities of the County Executive Office and is appointed by the Board of Supervisors. The CEO is responsible for the administration of all County services, activities and day-to-day management and coordination of County operations. The position requires initiative, judgment, discretion, and ability to make independent decisions within established policies and procedures set forth by the Board of Supervisors and federal, state, and local laws, ordinances, and regulations.

Under policy direction, the County Executive Officer plans, implements, directs, and oversees the activities and operations of Napa County. The CEO provides overall leadership, administrative direction, and coordinates the work of all County offices and departments, both elective and appointive, ensuring efficient and effective services. The CEO coordinates preparation of and recommends the County's annual budget to the Board for approval and provides highly responsible and complex administrative support to the Board of Supervisors.

THE IDEAL CANDIDATE

The Board seeks a dynamic leader who fosters a collaborative work environment that values creativity and inclusivity. The next CEO will be a relationship builder with a strong commitment to diversity, equity and inclusion. The successful candidate will be an excellent communicator with a proven track record of excellent customer service and brings a collaborative leadership style, both within the County organization and with the public.



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Highly desirable qualifications include a politically astute leader with high integrity and experience in developing strong relationships with the Board, staff and the community, approachability and accessibility, and a commitment to community engagement and involvement.

The ideal candidate will come with a solid professional acumen and an understanding of local government finances. The ideal candidate is an



excellent manager of people and resources with a strong work ethic, who is innovative and can lead, mentor, and engage department heads to create a unifying vision for the County. The new County Executive Officer will be a confident and courageous leader who understands the County form of government and can work effectively and impartially with the Board to provide feedback, guidance, and recommendations on critical policy issues facing the community. The ideal candidate is expected to prioritize fiscal management, build on opportunities for economic development, advance priority projects and be committed to service delivery through

empowering and motivating staff and embracing teamwork, collaboration, accountability, fairness, equity, inclusiveness and diversity.

Candidates with experience working with various stakeholders, including wineries, the tourism industry, and community organizations make ideal candidates. Professional administrators with experience working effectively with various Board perspectives and representing the County regionally and at the State and Federal level are encouraged to apply.

The minimum qualifications include a Master's degree in public policy, public administration, business administration, economics or a related field that includes a curriculum of economics, statistics, public finance, and policy analysis and ten (10) 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 (5) years in a supervisory and administrative capacity and three (3) years of experience with County government.

COMPENSATION AND BENEFITS

The current annual salary is \$334,713.60. In addition, the County also offers an attractive benefits package, including:

HIRING INCENTIVE BONUS: \$5,000

RETIREMENT: The County participates in the California Public Employees' Retirement System (CalPERS) The benefit is 2% at 60 for classic members and 2% at 62 for new members. Individual employee participation is mandatory. The County does not participate in Social Security.

MEDICAL INSURANCE: Choice of a variety of CalPERS Health Plans. The County makes a significant contribution toward premium for employee and dependents.

POST-RETIREMENT MEDICAL: County offers a post-retirement medical benefit program.

DENTAL: Choice of two Delta Dental plan options. County pays full premium for employees and their dependents.



SEARCH SCHEDULE

Filing Deadline	April 11, 2023
Preliminary Interviews	April 24 & 25, 2023
Recommendation of Candidates	May 1, 2023
Finalists Interviews	May 8, 2023

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

VISION: Employee pays premium for coverage.

VACATION: 15–29 days annually based on years of service. Prior government service can be used in calculating vacation accrual rate at time of hire with the approval of the County Executive Officer.

SICK LEAVE: Twelve (12) days annual sick leave with unlimited accrual.

PERSONAL LEAVE: 19 hours credited during the first pay period of the calendar year.

MANAGEMENT LEAVE: 80 hours per calendar year with the ability to cash out up to 80 hours annually after meeting certain criteria.

HOLIDAYS: Twelve (12) paid holidays per year.

AUTOMOBILE ALLOWANCE: \$300.00 twice monthly.

EMPLOYEE ASSISTANCE PROGRAM: Employees and their dependents are entitled up to five (5) counseling sessions per incident at no cost

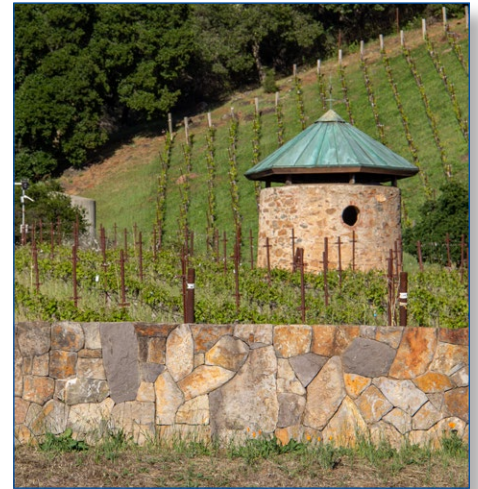
DEFERRED COMPENSATION: Voluntary plan; eligible for annual employer match up to \$1,600.

LIFE INSURANCE: Equal to one times annual salary up to a maximum of \$200,000 with the premium paid by the County; option to purchase additional insurance.

SHORT-TERM & LONG-TERM DISABILITY: Employer paid benefit up to 66.67% of current salary paid after eligibility requirements are met and subject to maximum amounts.

CELL PHONE: \$90.00 twice monthly.

The County of Napa is an Equal Opportunity Employer



THE RECRUITMENT PROCESS

Please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Maria Hurtado toll-free at (866) 912-1919, by cell at (831) 247-7885 or via email at maria@peckhamandmckenney.com, if you have any questions regarding this position or recruitment process.

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