



# County Manager

## COUNTY OF SAN MATEO, CALIFORNIA



**PECKHAM**  
&  
**MCKENNEY**  
EXECUTIVE SEARCH

*Peckham & McKenney*  
*"All about fit"*

## THE COUNTY

San Mateo County is located in the heart of Silicon Valley on the 60-mile San Francisco Peninsula. The nearly 765,000 residents enjoy a diverse, multi-cultural citizenry; cosmopolitan ambiance; temperate climate; and clean air.

Encompassing 455 square miles of land, the County has 30 miles of San Francisco Bay frontage and 57.7 miles of Pacific Ocean frontage. The 20 communities within San Mateo County offer a wide range of residential experiences within charming, old-style neighborhoods; vibrant pedestrian-friendly downtowns; and coastal, wooded, and hillside developments. A wide range of recreational opportunities is available in numerous parks and open spaces throughout the county. Unique trendy and upscale shops and outstanding restaurant experiences abound. The arts and culture scene features intimate theaters, a performing arts center, galleries, and live music venues.

San Mateo County ranks #1 with the lowest unemployment rate of any county in the State of California. Seventeen of the top 25 largest software companies in the Bay Area are headquartered in San Mateo County. The County's population doubles during the day via commuters to world-class firms such as Facebook, Oracle, LinkedIn, Hewlett Packard, Tesla, Genentech, Electronic Arts, Shutterfly and Silver Spring Networks. Genomic Health, Kaiser Permanente, Stanford University Health and other healthcare facilities have a strong presence within the County. The area is served by SamTrans, the San Francisco Bay Ferry system, Bay Area Rapid Transit, Caltrain, and three airports (San Francisco International, San Jose International, and Oakland International) as well as two General Aviation Airports operated by the County.

For residents and visitors alike, San Mateo County is a place of unique opportunity and beauty.

## THE ORGANIZATION

San Mateo County is a Charter County founded in 1856 and governed by a five-member Board of Supervisors elected by district to serve alternating four-year terms. The County has enjoyed a stable, professional, and collegial Board of Supervisors; long-tenured County Manager and County Counsel; and dedicated and talented department heads and employees. In addition, the County has a solid relationship with its 14 represented and unrepresented labor groups. County employees take great pride in delivering services that keep the County safe and healthy and enable all residents to achieve their full potential.

The Board of Supervisors appoints a County Manager as well as a County Counsel. Other elected officials include the Assessor-County Clerk-Recorder, Controller, Coroner, District Attorney, Sheriff and Treasurer-Tax Collector.



The County Manager appoints and oversees County department heads, coordinates the work of elected department heads, and serves as Clerk of the Board and Director of Emergency Services. The County Manager's Office also includes several departments and divisions equally committed to the County's well-being including Intergovernmental Affairs; the Office of Budget, Policy & Performance; the Office of Sustainability; Communications; and Real Property Services.

Supporting the delivery of countywide services are 5,500 employees within the County's departments and agencies operating with a fiscal year 2017/18 all fund budget of \$2.8 billion. One Assistant County Manager and two Deputy County Managers report directly to the County Manager and coordinate the departments and agencies of Human Services, SamCERA, Information Services, Private Defender, Human Resources, Child Support, Housing, First 5, Health System (which includes the San Mateo Medical Center), County Library, Public Works, Public Safety Dispatch, County Fire, LAFCO, Planning and Building, Community Affairs, Agriculture Weights & Measures, Project Development, Probation and Parks. The organization capitalizes on collegial relationships, innovation, staff development, and succession planning.

The County of San Mateo has much to offer. The County is the wealthiest county in the state and enjoys a stable and fiscally sound organization with healthy reserves. At AAA, the County also has the best bond rating in the state. San Mateo County has proactively addressed pension liability and projects to be fully funded by 2023. Over \$750 million of exciting construction projects are ongoing and projected over the next six years. Measure K is a countywide half-cent sales tax extension passed by local voters in November 2016 to support essential County services and to maintain or replace critical facilities. The original tax was passed in 2012. Measure K extends the sales tax for 20 years, until March 31, 2043.

Some of the most pressing issues and challenges facing San Mateo County include:

- High cost of housing, affordable workforce housing, and land availability
- Transportation and roads
- Attracting and retaining quality workforce
- Upcoming retirements
- Health care reform and entitlement programs
- Erosion and sea level rise
- Upcoming labor negotiations
- \$1.0 billion Capital Improvement Program

For more information about San Mateo County, please visit [www.smcgov.org](http://www.smcgov.org).

### SAN MATEO COUNTY MISSION

San Mateo County government protects and enhances the health, safety, welfare, and natural resources of the community; and provides quality services that benefit and enrich the lives of the people of this community.

We are committed to:

- The highest standards of public service.
- A common vision of responsiveness.
- The highest standards of ethical conduct.
- Treating people with respect and dignity.

## THE POSITION

This outstanding career opportunity is available with the upcoming retirement of John Maltbie. Mr. Maltbie has an outstanding reputation in the industry with more than 30 years' experience in local government. He served as San Mateo County Manager from 1989 to 2008 and came out of retirement in 2011 to again serve as County Manager.



The next County Manager has the opportunity to be part of one of the most exciting times in the County's history. The County Manager's role is to implement the policies and vision of the Board of Supervisors and to ensure the County is run efficiently and effectively. In conversations with members of the Board and representatives of the County organization, the following profile describes the ideal candidate.

- Politically astute and works to build strong working relationships with the Board. Knows how to read the Board as well as the pulse of the organization. Thinks strategically about the future and strategizes with the Board to set goals and objectives. Brings a new perspective and ideas on innovation in order to "up the County's game." Has the ability to challenge the Board when appropriate. Embraces risk.
- Brings confidence and a command presence of natural authority without being heavy handed. Firm but fair. Brings leadership as well as respect to a talented and experienced leadership team.
- Possesses excellent communication and people skills. Maintains an open door and allows a free flow of communication, ideas, and problem solving.



- Possesses decision-making skills. Engages in the problem-solving process in difficult times. Listens, gathers information, and makes thoughtful and effective decisions.
- Possesses strong, prudent fiscal management. Enacts fiscal controls but must be willing to have difficult conversations as well as facilitate win/win outcomes with the Board, department heads, and electeds as necessary. Mindful of current resources as well as future fiscal challenges.
- Understands the federal landscape and the interplay between federal, state, and county. Maintains relationships with partners at the state as well as local levels.
- Treats all equitably and professionally.

A Bachelor's degree from an accredited college or university in business or public administration

or related disciplines is required. A Master's degree is preferred. In addition, eight years of increasingly responsible managerial experience in a large, complex public agency including two years' experience in a senior level administrative or management position is required. Ultimately, the ideal candidate brings proven executive leadership experience within a County organization.

## THE COMPENSATION

The annual salary for the long-tenured retiring County Manager is \$398,237. The new County Manager's salary will be determined based upon the experience and qualifications of the selected candidate. In addition, the County offers an excellent benefits package that is available to spouses, domestic partners, and other dependents.

**RETIREMENT** – All permanent County employees are members of the San Mateo County Employees' Retirement Association (SamCERA). SamCERA offers retirement, service disability, non-service disability, duty death, non-duty death and retirement death benefits to eligible members, spouses and their beneficiaries.

**INSURANCE** – Choice of six medical plans and three dental plans with the majority of the premium paid for employee and eligible family members plus Flexible Spending Account option. The



vision care plan is fully paid for employee and eligible dependents. The County provides \$50,000 of Basic Life Insurance.

**ADDITIONAL INSURANCE** – Family Death, Disability and Supplemental Life Insurance policies are available to employees. Long-Term Disability benefits fully paid by the County.

### RELOCATION AND HOUSING ASSISTANCE LOANS –

Relocation and housing assistance loans are available and negotiable.

**VACATION** – Employees receive 13 paid days per year for the first five years of service. Additional days are added with increased years of service. Advanced accrual rates for vacation negotiable.

**ADMINISTRATIVE LEAVE** – Management employees accrue 130 hours per year to use as time off. In April of each year, employees have the opportunity to convert 50% of their then current Administrative Leave hours balance for a cash payment.

**OTHER BENEFITS INCLUDE** – Biweekly Transportation Allowance, Employee Wellness Program, Commute Alternatives Program, Employee Assistance Program, Child Care Center, Dependent Care Assistance Plan, First Time Home Buyer Program, Deferred Compensation, and Tuition Reimbursement Program.

For more information about employee benefits, please visit [www.hr.smcgov.org/benefits](http://www.hr.smcgov.org/benefits).

## SEARCH SCHEDULE

Resume filing deadline ..... May 21, 2018  
Preliminary Interviews ..... May 29 – June 1, 2018  
Recommendation of Candidates ..... June 5, 2018  
Panel Interview Process ..... June 18, 2018  
Board Interview Process ..... June 25 and 26, 2018

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

## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website at:

Peckham & McKenney  
[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Resumes are acknowledged within two business days. Please do not hesitate to contact Bobbi Peckham at (866) 912-1919, if you have any questions regarding this position or the recruitment process.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)