



The County of Ventura
Invites Applications For

SPECIAL ASSISTANT TO THE CEO

\$132,948.56 - \$186,146.24

Annual Base Salary

*Eligible for up to a 5% educational incentive in addition
to base salary*



COUNTY of VENTURA



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.

THE COUNTY EXECUTIVE OFFICE

The County Executive Office is a critical component of the County organization. The 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 Office also has extensive interactions with local cities and other public jurisdictions within the County, representatives of the state and federal governments, as well as community-based organizations. In conducting business, the 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 promoting diversity, equity, and inclusion to reflect and engage the community.

THE POSITION

Under the direction of the County Executive Officer (CEO), the Special Assistant is responsible for carrying out difficult and highly complex, specialized assignments and serves as a consultant and advisor that has substantial impact on Countywide operations, programs, and projects. Assignments involve analyzing and evaluating Countywide operations and programs which require skill in project management, statistical analysis and evaluation, and the ability to establish and maintain liaisons with state, local, or federal government agencies and private sector companies. It also requires the ability to work independently and under pressure, be sensitive to confidential matters, be highly professional, and have tact and diplomacy.

The ideal candidate will have the following:

- The ability to anticipate problems and develop proactive solutions
- Excellent interpersonal skills and the ability to work collaboratively with internal and external stakeholders which include the Board of Supervisors and senior representatives of governmental agencies and private sector businesses
- Professional experience leading a project in which they facilitated the development of public sector programs or services

The Special Assistant is an at-will position which is exempt from the provisions of the Civil Service Ordinance.

TYPICAL QUALIFICATIONS

These are entrance requirements and as such do not guarantee continuance in the process.

EDUCATION, TRAINING, and EXPERIENCE:

Any combination of education and experience which has led to the acquisition of the required knowledge, skills, and abilities. This may be demonstrated by possession of an educational and employment background with considerable experience in a major public sector department or a related field supporting an executive-level individual which has led to the acquisition of the required knowledge and abilities. The required knowledge and abilities also can be obtained by:

- Completion of a bachelor's degree in a related field, AND
- Five (5) years of progressively responsible professional-level experience in administrative analysis, project management, report writing or financial analysis including two years of experience in a management capacity.

DESIRED:

- A graduate degree in public administration, public policy, or business administration, or a related field;

NECESSARY SPECIAL REQUIREMENTS:

- Sensitivity to confidential matters, a high level of professionalism, tact and diplomacy are paramount.
- Must be capable of "managing up" to ensure deadlines are met and priorities kept.

TYPICAL DUTIES

At the discretion of the CEO, duties may include but are not limited to:

- Analyzes and evaluates County operations, programs, and projects, as directed by the CEO.
- Investigates and creates reports, including recommendations for action, on highly complex issues which arise in County operations.
- Carries out major projects, research studies, and matters that may be confidential for the CEO while coordinating with other departments and/or organizations.
- Acts as official representative of the CEO as directed; participates in meetings, taskforces, and workgroups both internally and externally on behalf of the CEO.
- Maintains liaison with County departments and other governmental jurisdictions on highly complex issues, as directed by the CEO.
- Assists in coordinating activities between the agency and various outside parties including corporations, non-profit organizations, foundations, sub-grant recipients and local and state elected officials.
- Prepares analyses and recommendations to the Board of Supervisors on County issues for the CEO.
- Prepares official correspondence and Board materials for the CEO including policy briefings, talking points, speech drafts or presentations and proposals on a variety of workforce development matters for key internal or external audiences.
- Keeps abreast of the CEO's immediate and long-term commitments and plans; identifies conflicts, flags problems for intervention and corrects course as appropriate.
- Demonstrates an ability to interact with people of all backgrounds, cultures, and affiliations within all levels of government, business, or non-profit entities.
- Performs other duties as assigned.



WHAT WE OFFER

In addition to an annual base salary of \$132,948.56- \$186,146.24 the Special Assistant will receive an attractive benefits package that includes:

- **GENERAL SALARY INCREASE:** A general salary increase of 3.5% effective December 22, 2024
- **EDUCATIONAL INCENTIVE:** may be eligible for 2.5%, 3.5%, or 5%, based on completion of an associate, bachelor's, or graduate degree from an accredited institution not required for the position.
- **RETIREMENT/SOCIAL SECURITY:** Defined retirement benefits vest after 5 years of service. The County and you also each contribute to Social Security. For more information, visit: <https://www.vcera.org/>. If you are eligible, you may establish reciprocity with other public retirement systems, such as PERS.
- **HEALTH PLANS:** Medical, dental, and vision plans for you and your dependents. A flexible credit allowance of up to \$23,530 annually.
- **FLEXIBLE SPENDING ACCOUNTS:** Increase your spending power by reimbursing you with pre-taxed dollars for IRS approved dependent care and health care expenses.
- **EXECUTIVE ANNUAL LEAVE:** 248 hours earned 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. *Credit for prior public service may be considered (Management Resolution, §1202)
- **ANNUAL LEAVE REDEMPTION:** The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours.
- **HOLIDAYS:** 12 paid days per year, including 1 floating holiday to use at your discretion.
- **DEFERRED COMPENSATION:** You may elect to contribute to one or both of the County's deferred compensation plans (established under Internal Revenue Code sections 401(k) and 457). If you participate in the County sponsored 401(k) plan, the County will match a part of your contribution up to 3% of your salary, on a per pay period basis. Following five (5) years of continuous County service, an additional 2% non-elective contribution will be made to the 401(k) plan.
- **Other benefits include:** County-paid membership in professional organizations related to the position, Disability Plans, Employee Assistance Program, County paid Life Insurance, Tuition Reimbursement, Benefit Reimbursement Program, a Wellness Program, and a WorkLife Program that includes child care and elder care referrals.



RECRUITMENT PROCESS

To APPLY for this exceptional career opportunities, please send a **resume and cover letter** which illustrates all of the following:

- **Your professional public sector experience. Include details related to:**
 - Supporting or directly managing programs or services for a local, state, or federal government agency
 - Project management including developing, implementing, and applying measures
 - Financial or statistical analysis
 - Completing complex reports and making recommendations based on thorough analysis
 - Experience collaborating with diverse levels of an organization and developing professional relationships with external stakeholders

Submit in one of the following ways:

E-mail to: lorin.calderon@ventura.org

OR

Submit an on-line application and attachments (resume and cover letter) at

www.ventura.org/jobs

RESUME EVALUATION

First review date is May 14, 2024.

Resumes and cover letters will be screened based on the criteria outlined in this brochure. Following an evaluation of resumes and cover letters, 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/final interview. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quality of the candidate pool.

For additional information about this position please contact Lorin Calderon at **(805) 654-2959** or email at lorin.calderon@ventura.org