



**MONO COUNTY (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Assistant to the County Administrator
(Working title[s]: *Management Analyst, Executive Assistant*)

An Equal Opportunity Employer

SALARY: Up to \$94,809 Annually

OPENING DATE: 10/15/2021

FIRST REVIEW DATE: 11/08/2021

THE POSITION

Mono County is seeking a highly skilled and dedicated professional to perform complex administrative work in support of the County Administrator.

The Assistant to the County Administrator is responsible for completing a variety of tasks involving matters that are highly sensitive and confidential in nature which require a strong degree of discretion, good judgment, and tact, acting in an Executive Assistant capacity to the County Administrative Officer (CAO). This position is viewed as a pathway to a significant career within the County and will be offered a variety of tasks in preparation of future promotional opportunities that may arise within Mono County employment.

The Assistant will review, research, and evaluate data for assigned projects in support of the CAO's Office; understand, appreciate, and promote the County's values, mission, and goals while representing the CAO in responding to a wide range of inquiries from the community; triage CAO communications and provide outstanding customer service while interacting with a diverse group of public stakeholders including internal contacts at all levels of the organization, as well as high-ranking local, state, and federal officials; prepare reports, make recommendations, and conduct presentations; develop, recommend, and implement procedures, policies, and practices for the CAO's Office; draft memos and correspondence; prepare meeting agendas and coordinate related materials; participate in leadership meetings, oversee actions items, and delegate actionable items to staff; manage, organize, and maintain the CAO's schedule and calendar, and other important files, policies, and confidential data; and coordinate travel arrangements for CAO and visiting officials; as well as other related duties.

In addition to the minimum qualifications (below), the *MOST QUALIFIED* candidates for the position will have a track record of:

- Providing support to an executive or other high-level manager in a municipal or county agency.
- Being a collaborator with the ability to work with teams of employees from all levels of the organization to accomplish specific goals and objectives.
- Being highly organized with strong project management and project team leader skills.
- Compiling and analyzing data and preparing reports.
- Overseeing research projects (large and small).
- A commitment to customer service, including the ability to effectively interact and communicate with individuals at all levels and including the right stakeholder(s) in vital conversations to gain professional perspective.
- Excellent time management skills, with the proven ability to continuously manage multiple tasks, competing demands, and dealing with frequent changes, delays, or unforeseen circumstances.

- Possessing polished written and verbal communication skills, including the ability to engage and interact with audiences of all levels, both internal (staff) and external (public) customers, including the ability to listen and find creative solutions that meet the objective of the customer.
- Having some prior work experience in the public sector with specific experience researching and implementing best practices.
- Possessing a passion to work in local government and seeking to make a positive difference in and outside the organization.
- Possessing a positive outlook when facing the challenges of working in a fast-paced working environment with the ability to welcome change in a continuously evolving organization.
- Having the ability to prioritize multiple high-profile projects that may overlap or occur simultaneously.
- Extensive computer software experience, including advanced proficiency with all modules of Microsoft Office (Word, Outlook, Excel, PowerPoint, etc.).

ABOUT THE COUNTY ADMINISTRATOR'S OFFICE

The County Administrator's Office is guided by the Board of Supervisors broad mission and carries out the Board's policy goals by managing, directing, and coordinating the operations of the County's departments and agencies. In addition to ensuring the implementation of the Board's mission and policy objectives, other major activities of the office include: preparing the County budget; ensuring implementation of County policy; completing performance evaluations of appointed department heads; implementing the County's legislative platform, and overseeing the County's legislative advocacy program; developing and monitoring the County's non-Departmental budget units; preparing studies and analyses including fiscal and programmatic performance assessments of County departments and programs; overseeing the preparation of the County's Capital Improvement Program; providing public information and outreach to the community; and developing and implementing the County's Strategic Plan.

Mono County government is a \$125M enterprise with 370 FTEs (full-time employees). The County Administrator's Office currently has a staffing complement of 3.0 Full-Time Equivalent (FTE) and has an operating budget of approximately \$1,500,000.

This recruitment is being conducted to fill **one (1) full-time** Assistant to the County Administrator vacancy in the County Administrator's Office.

WHILE THIS POSITION IS **OPEN UNTIL FILLED**, FIRST REVIEW OF APPLICATIONS
WILL BE **TUESDAY, NOVEMBER 8, 2021**.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education, training, and experience that would provide an opportunity to acquire the knowledge and abilities listed. Normally, this would include coursework or training in administrative support, or business management principles and practices, and three (3) or more years of experience providing increasingly responsible administrative and analytical experience to a high-level management position, preferably within a local government environment. While not an expectation, experience leading or supervising staff is a positive attribute, as this position requires a level of confidence to act on behalf of the CAO.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. Those possessing an MPA (Masters in Public Administration) will be highly considered.

Performance Skills: The ability to type accurately at the rate of 45 words per minute is required.

License: Possession of a valid driver's license at the appropriate level to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: the organization, services, programs, and functions of county government; services and programs of other governmental agencies; secretarial and administrative support practices; modern office management practices; office equipment and filing systems; standard office automation software and other electronic tools, including word processing, spreadsheet, and presentation software, Internet search engines, and e-mail and calendaring programs; standard English grammar, usage, and composition.

Ability to: analyze situations and data and make sound decisions; prioritize work of self and others; maintain confidentiality of sensitive information; work independently with minimum supervision; multitask effectively despite interruptions; organize documents and data; keep accurate records; learn the CAO's style of expression in order to compose routine correspondence in his/her absence and to clarify wording or sentence structure without necessitating review; learn the County's budget and agenda review processes; meet strict deadlines; adjust to changing priorities; represent the County with tact, professionalism, and diplomacy; train others on office policies, procedures, and tasks; accomplish work through effective supervision and delegation; gather, select, extract, organize, and present data for use by supervisor or professional staff; prepare a variety of written documents, such as correspondence, procedures, and performance evaluations; prepare required forms and reports accurately and completely; interact and communicate tactfully and professionally with a wide range of people, including high-level government officials, community leaders, union representatives, county employees, and members of the general public.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and be as thorough as possible when responding to the supplemental questions (which will be emailed to those candidates meeting MQs). You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about the hiring process, you are encouraged to contact Mono County representative HR Consultant Dar Rhodes of MRG, LLC drhodes@solutions-mrg.com.

APPLICATION SUBMISSIONS THAT MEET MINIMUM QUALIFICATIONS ("MQs") WILL BE INVITED TO COMPLETE THE REQUIRED SUPPLEMENTAL QUESTIONNAIRE.

Those applicants meeting MQs will be emailed a supplemental questionnaire within 48 hours of submission of application materials which should include resume and cover letter telling us why you think the Assistant to the County Administrator position for Mono County is a good fit with your skillset.

NEXT STEPS INCLUDE THE FOLLOWING:

1. An **Application Appraisal Examination** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities, which relate to this position to ensure satisfaction of the minimum qualifications for this position.
2. A **Supplemental Questionnaire Appraisal Examination** (pass/not pass) will be conducted to evaluate each applicant's completed supplemental questionnaire, relating to various components of the responsibilities required for this position, to ascertain the most qualified candidates for this position.
3. If a significant number of qualified applications is received, an **Oral Interview Examination** (weight 100%) will be conducted. Only the most suitably qualified applicants from the Application &

Supplemental Questionnaire Appraisal will be invited to an Oral Interview Examination. Candidate's related knowledge, skills, and abilities will be evaluated in the Oral Interview Examination:

**THE ORAL INTERVIEW EXAMINATION IS TENTATIVELY SCHEDULED FOR:
Thursday, NOVEMBER 11, 2021 (via Zoom).**

**THE FINAL SELECTION INTERVIEW WITH THE COUNTY ADMINISTRATOR IS
TENTATIVELY SCHEDULED FOR:
FRIDAY, NOVEMBER 19, 2021 (in-person at Mono County)**
*(Alternatively, in-person interview may be held during the Monterey
CSAC conference between November 29 and December 3, 2021)*

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to the CAO for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

HOW TO APPLY

Applications for this position are accepted through Mono County representative HR Consultant Dar Rhodes of MRG, LLC at the following email: drhodes@solutions-mrq.com.

Mono County is an equal opportunity employer, committed to a policy and actively pursues a program of equal employment and non-discrimination.