SACRAMENTO COUNTY

THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.5 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 564,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of parks, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the most affordable home-buying metropolitan areas in the state, and has a highly skilled workforce. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive, are Administrative Services, Municipal Services, Public Works and Infrastructure, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care and Regulation, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County’s total operating budget for 2020-21 is $6.41 billion, and there are more than 12,500 full-time employees .

THE OFFICE OF BUDGET & DEBT MANAGEMENT

The Office of Budget and Debt Management (BDM), a division of the County Executive Office, is responsible for preparing and administering the County's annual budget in accordance with direction provided by the County Executive, monitoring the County's fiscal condition on an on-going basis, estimating and projecting discretionary and semi-discretionary revenues, developing long-term fiscal forecasts, recommending fiscal policies to the Board of Supervisors, reviewing and analyzing the fiscal impact of proposals or projects, and overseeing creation of County Services Areas or other benefit assessment districts and the management and issuance of County debt.

BDM is separate and apart from the County's Finance Department, which is responsible for the County's accounting, auditing and investment functions.

BDM is headed by the Chief Fiscal Officer (CFO) and has a total staff of 19.0 FTE positions , including the County Debt Officer and 13 Management Analysts who generally deal in fiscal matters.

THE POSITION

The Chief Fiscal Officer is an executive level position within the Office of Budget and Debt Management.

Under executive policy direction from the County Executive, the Chief Fiscal Officer is responsible for the direct management and coordination of the County's long term budget preparation process. The Chief Fiscal Officer also oversees the County's fiscal monitoring and control, revenue projection and analysis, and debt management activities in addition to providing senior level authority and direction to office's management, budget and analytical staff.

THE IDEAL CANDIDATE

The ideal candidate will possess the following attributes:

- Have extensive, in-depth management experience overseeing and directing the budgetary process for a large and complex public jurisdiction/agency
- Have a broad fiscal budget background with high-level authority over and responsibility for all fiscal monitoring and control, revenue projection and analysis, and debt management activities
- Have extensive experience representing budget and fiscal matters publicly and to governing boards (e.g. Board of Supervisors)
- Be a seasoned manager who diligently holds staff accountable while promoting teamwork and cultivating an environment of mutual respect
- Be personable and approachable and work well with individuals at all levels of the organization
- Be politically aware but apolitical concerning departmental matters
- Exemplify personal integrity, be skilled at developing professional relationships, have exceptional interpersonal and communication skills, and lead by example

Additionally, ideal candidates will have a Bachelor's degree in public financial management, business/public administration, economics, governmental accounting or other fields directly related to the budget, fiscal, and management duties of this class. A Master's Degree, professional certifications (e.g. Certified Government Finance Manager), and the ability to qualify for a fidelity bond are highly desirable.

Key challenges and opportunities facing the new Chief Fiscal Officer include:

- The Chief Fiscal Officer will need to assist the County Executive in developing and promoting fiscal policies and strategies to increase General Fund reserves and fund County programs at a sustainable level.

- The Chief Fiscal Officer will need to work with the County Executive, Deputy County Executives and department heads to develop and recommend budgets that are fiscally responsible, while addressing Board of Supervisors' priorities.

- The Chief Fiscal Officer will need to provide guidance and training to department managers and fiscal staffs regarding best practices in budgeting and fiscal management.

- The Chief Fiscal Officer will need to continue efforts to improve revenue forecasting and on-going budget monitoring capabilities.

- The Office of Budget & Debt Management staff is skilled, committed and hard-working, but the budget process is a 12-month process, and the workload is heavy. The Chief Fiscal Officer will need to focus on recruiting, retaining and developing professional staff in a high pressure environment.

COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is $204,895 - $225,300 annually, which is dependent on qualifications. The position also receives a 3.35% management incentive.

The attractive benefits program includes:

- **Retirement** – The County's Retirement plan is provided by the County Retirement Act of 1937 and is managed by the Sacramento County Employees' Retirement System (SCERS) Board of Retirement.
- **Auto Allowance** – $450 per month.
- **Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.
- **Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) Deferred Compensation Plan up to 1% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) are at least 1% of gross salary continuously throughout the year.
- **Life Insurance** – $50,000 in life insurance coverage for the employee and $2,000 for all eligible dependents. Employees have the option to purchase up to $600,000 in additional life insurance coverage.
- **Holidays** – 13.5 paid holidays per year.
- **Vacation** – Two to five weeks (based upon length of service) of paid vacation.
- **Sick Leave** – 15 days per year.
- **Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- **Other Benefits** – The County contributes $25.00 per pay period into a Retiree Health Savings Plan.

APPLICATION PROCESS

If you are interested in pursuing this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is **December 11, 2020**.

If you have any questions regarding this position, please contact Paul Kimura at 408.472.7936 or paulk@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.