

AGRICULTURAL COMMISSIONER/SEALER OF WEIGHTS AND MEASURES

Definition

Under the general ~~policies~~ policy direction of the Board of Supervisors and the County-~~Administrator~~ Executive, directs the management and operation of the County's Department of Agriculture/Weights and Measures; develops and administers programs designed to enforce applicable laws, regulations, and ordinances; and performs related duties as required.

Distinguishing Characteristics

This ~~is a~~ single position class ~~functioning at the~~ is a department head ~~level~~, appointed by the Board of Supervisors and reporting to the County Executive. The incumbent is responsible for administering Agricultural programs directed to promote and protect the agricultural industry, Weights and Measures programs to safe-guard the buying public, and an agricultural land use permitting program, including vineyard and orchard planting, replanting, and cannabis cultivation, to protect the environment. Work is performed with maximum amount of independent judgment and initiative within broad policy objectives and is subject to review by the Board of Supervisors and County-~~Administrator~~ Executive.

This ~~position~~ job class is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended, ~~and a person in this position~~. The incumbent is appointed by the Board of Supervisors, reports to the County Executive, is required to enter into an "at will" employment service agreement, and shall serve according to provisions of the Food and Agricultural Code Sections 2121 et seq and Business and Professions Code 12200, et seq.

Typical Duties

Duties may include, but are not limited to, the following:

Provides leadership and administrative policy direction for the Department of Agriculture/Weights & Measures; plans, directs and controls long and short term progress and services of the Department of Agriculture/Weights and Measures; establishes and communicates performance goals and objectives which are consistent with law and policy; establishes standards and methods for the measurement of activities and work performed.

Formulates and administers programs and services designed to enforce applicable provisions of the California Food and Agricultural Code, Business and Professions Code, and other laws and ordinances pertaining to agricultural inspections, weights and measures regulation, and agricultural land use permitting and cannabis cultivation; serves as hearing officer for civil penalty hearings related to pesticide use enforcement violations, other agricultural code violations, and weights and measures violations.

Establishes and maintains effective communication and working relationships with related County departments and key officials of state, federal, local agencies; businesses, agricultural, environmental, other interested groups, and the general public; and serves as liaison with Sonoma County Fish and Wildlife Commission.

Plans and directs the work of staff providing professional inspection, investigation, and enforcement services to the community through the enforcement of Federal, State, and local laws and regulations.

Plans and directs the work of staff responsible for inspecting, and monitoring the accuracy of all commercial weighing and measuring devices and monitoring the same of packaged commodities.

Directs programs related to pest prevention and eradication, pesticide use enforcement, nursery inspection, fruit, vegetable, and egg inspection, weighing and measuring device inspection, quantity control inspection for packaged commodities, petroleum production inspection, and agricultural land use permitting and cannabis cultivation regulation

Attends meetings of regional and state organizations and associations related to agriculture, agricultural land use permitting and cannabis cultivation regulation, and weights and measures.

Directs and participates in departmental public information programs including the annual County crop report.

Evaluates the performance of subordinate managers; approves or disapproves merit salary increases; adjusts employee grievances within limits of delegated authority, has authority to hire and discharge employees in the Department of Agriculture/Weights and Measures; delegates authority and holds subordinate managers accountable for the efficient administration of their divisions or sections.

Knowledge and Abilities

Extensive knowledge of: the California Food and Agricultural Code, California Business and Professions Code, and all related applicable county, state and federal laws and regulations; the principles of entomology, plant pathology, and horticulture and of the methods and practices of commercial growers and agents; effective procedures and laws pertaining to plant quarantine, standardizations, nursery inspection, seed inspection, vineyard and orchard inspection, regulation of cannabis cultivation; and the use of pesticides and other chemicals.

Thorough knowledge of: the principles and practices of administration and organization applicable to the Department of Agriculture/Weights and Measures; the principles and practices of personnel and fiscal administration.

Ability to: analyze situations, make sound decisions, and take effective courses of action; establish and maintain effective and harmonious working relationships with the Board of Supervisors, County ~~Administrator~~ Executive, and other agencies and the general public; set

performance standards and supervise and evaluate the work activities and performance of subordinates; speak before professional and other groups on agricultural subjects; direct and prepare clear written reports and make effective oral presentations; and develop, justify, and monitor the department budget.

Minimum Qualifications

Education: A bachelor's degree in agriculture, biological, physical sciences or other degrees approved by the Secretary of the California Department of Food and Agriculture.

Experience: Any combination of training and experience which would clearly demonstrate possession of the knowledge and abilities listed. Normally, five years of experience in the enforcement of agricultural or weights and measures laws including two years of management/supervisory responsibility and program supervision experience would provide such opportunity.

License Requirement: Possession of a license of eligibility as a County Agricultural Commissioner and as a County Sealer of Weights and Measures as issued by the California Department of Food and Agriculture.

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

CHIEF PROBATION OFFICER

Definition

Under the policy direction of the Judges of the Superior Court, [as well as the Sonoma County Board of Supervisors or their designee](#), directs the operation of adult and juvenile probation activities including Juvenile Hall, Probation Camp, and related facilities; serves as the principle administrative official over probation services in terms of general administration and budget preparation; performs related duties as required.

Distinguishing Characteristics

The Chief Probation Officer is a single position class charged with the responsibility of planning, organizing, coordinating and directing the County Probation Services program. The incumbent is appointed by the ~~Judge of the Juvenile Court~~ [Presiding Judge of the Superior Court](#) and is exempt from the Civil Service Ordinance of the County of Sonoma. Work is performed under the policy direction of Superior Court, [as well as the Sonoma County Board of Supervisors or their designee](#), with advisory guidance from the Juvenile Justice Commission. The incumbent exercises considerable independent judgment and discretion in the formulation and execution of operating policies. Organizational and fiscal program continuity are maintained through the County ~~Administrator~~ [Executive](#) to the County Board of Supervisors. Supervision is exercised over professional, institutional, clerical staff and over the Probation Division Directors who are delegated wide authority in directing adult and juvenile division operations.

[This job class is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent is appointed by the Presiding Judge of the Superior Court, reports to the County Executive, and is required to enter into an "at will" employment service agreement.](#)

Typical Duties

Formulates policies and regulations governing the work activities of the probation department; formulates and prescribes work methods, procedures, and long range plans; appraises general level of work performance.

Represents the Probation Department before the Board of Supervisors, the County-~~Administrator~~ [Executive](#), the Criminal Justice Council, the Criminal Justice Advising Committee and other public and private organizations; implements the Probation component of the County's Continuance of Care Program in conjunction with the Justice System Planning Advisory Group.

Serves as the appointing authority for the professional, institutional, clerical personnel employed by the Probation Department; oversees the awarding of merit step increases and the assignment of personnel.

Provides administrative direction over the various probation functions and juvenile institutions; supervises the development and implementation of procedures affecting the operations of probation.

Supervises the preparation of the budget for the Probation Department and serves as a review control over the implementation of the budget, i.e., develops budget summaries and expenditure forecasts; reviews sources of revenue and recommends areas of adjustment or improvement.

Supervises the preparation of, and reviews narrative and statistical reports on a variety of administrative and management problems in the department.

Develops and installs management improvements and practices in the department through the use of research and analysis; makes decisions on procedures, forms, workflow, and equipment use; supervises the preparation of operating revenue and recommends areas of adjustment or improvement.

Develops and implements methods and procedures to inform the public of current and proposed programs and projects, and obtains the participation of interested citizens and groups in program development and operation.

Represents the county and/or the department before governmental agencies and community groups.

Acts as County Parole Officer and as Secretary of the Sonoma County Board of Parole Commissioners.

Knowledge And Ability

Extensive knowledge of: the principles, methods, and techniques of administration, including the organization and management of modern probation services, fiscal management, and budget preparation; laws, codes and statutes relating to the functions, duties and prerogatives of the Chief Probation Officer; principles, methods, techniques and services involved in modern probation work; effective personnel management, training and supervisory techniques.

Thorough knowledge of: general community resources necessary to assist in crime and delinquency prevention; written and oral communication, including language mechanics, syntax and English composition; community resources available for specialized treatment of probation clients.

Considerable knowledge of: the operations and functions of county government.

Ability to: effectively supervise and direct through subordinate managers the operation of a probation department; analyze administrative problems, reach practical conclusions, and institute effective changes; plan and supervise research and statistical work relating to the various aspects of administration, budget and general management matters; analyze administrative problems, reach practical conclusions, and institute effective changes; plan and supervise research and statistical work relating to the various aspects of administration, budget

and general management matters; understand, interpret and apply rules, regulations and ordinances and federal, state and local legislation; effectively communicate orally and in writing, and present conclusions before advisory and policy bodies; effectively supervise the work of management, professional, technical and clerical employees; evaluate staff performance and promote staff development; establish and maintain effective working relationships with Superior Court Judges, Commissioners, Referees, the Juvenile Justice Commission, County Department Heads, public and private social agencies, law enforcement and justice agencies, and others contacted in the course of the work; interpret the functions of the department to other professional personnel and to the public; investigate, evaluate and analyze juvenile probation service functions, and to make appropriate changes necessary to meet established policies and goals of the Probation Department.

Minimum Qualifications

Education: Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from college or university with a degree in criminal justice administration, sociology, psychology, counseling, social work, criminology, or closely related field, would provide such opportunity.

Experience: Any combination of work experience which relates directly to the knowledge and abilities listed. Normally, five years of responsible probation and corrections experience involving the evaluation, administration, management and control of varied types of probation programs, including two years in a position comparable to Probation Division Director with Sonoma County, would provide this experience.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

Background: The incumbent shall not have been convicted of a felony in this state or any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction, which would have been a felony if committed in this state, nor be under current formal probation supervision.

Citizenship requirement: Permanent resident aliens who wish to be employed as peace officers must apply for citizenship prior to application for such employment. Permanent resident aliens must cooperate with U.S. Department of Immigration in meeting all requirements for U.S. citizenship. If a permanent resident alien is denied citizenship at any time, he or she shall be disqualified for peace officer status.

Candidates certified for employment must be willing to undergo an in-depth background investigation, including a psychological evaluation and criminal history check, and a pre-employment medical examination.

COUNTY EQUITY OFFICER

Definition

Under ~~administrative~~ [general policy](#) direction [of the Board of Supervisors and the County Executive](#), plans, organizes, manages and directs the development and implementation of equity programs for the County of Sonoma; plans, leads, and promotes diversity, equity and inclusion strategies and activities including policy analysis and development, data analysis, interdepartmental coordination, and community collaboration; manages the staff directly assigned to the office; and performs related duties as required.

Distinguishing Characteristics

This position is appointed by the ~~Board of Supervisors~~ [County Executive](#) and serves as the department head of the County's Office of Equity. The position is responsible for the development and management of the Office's mission and objectives aimed at identifying and addressing systemic inequities in County services, processes, and policies.

The incumbent provides leadership and vision to County departments, agencies, and special districts to ensure the development and implementation of effective strategies to achieve equity for Sonoma County residents. The incumbent must be sensitive to the impact that County policies, services, processes, directives and programs have on equity for the community at large. Equity may refer to racial equity, as well as gender, disability, sexual orientation, and other classes of individuals who may experience disparities that the County may effect in its programs and services.

Work is performed with a maximum amount of independence and trust [within broad policy objectives established by the Board of Supervisors and the County Executive](#). The position is expected to work collaboratively with County departments, agencies, special districts and local community groups, and other organizations to carry out the mission and responsibilities of the Office.

[This job class is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent is appointed by and reports to the County Executive and is required to enter into an "at will" employment service agreement.](#)

Typical Duties

Duties [may](#) include, but are not limited to, the following:

Develops and manages the County's equity and inclusion strategic plan, objectives, policies, and priorities, ensuring the County's core values of equity, diversity, and inclusion are incorporated throughout its workforce, programs, and the services provided to the community.

Works to build an infrastructure to ensure planning and policy decisions are evaluated through an equity lens to create equitable outcomes of policies, processes, directives implemented by services provided by County departments, agencies and special districts; coaches departments to be innovative and adaptive in providing culturally competent programs/services and improved public outreach, and to cultivate awareness and appreciation of a diverse and inclusive culture.

Conducts, evaluates, and coordinates analyzes and makes recommendations regarding policy issues and long-range plans to address County and community needs and services to ensure equitable outcomes; facilitates the development of baseline data and metrics, and develops performance indicators and progress benchmarks; evaluates progress on equity plans and objectives, and collects, analyzes, and presents data measuring progress; develops and coordinates reports, supporting materials, and presentations.

Develops and works collaboratively with employee groups whose purposes are related to advancing equity in County programs and services, and fostering a diverse and inclusive workforce.

Collaborates, develops and oversees the dissemination of information and training to County departments and employees regarding racial equity and equity in general, diversity, cultural competency, and inclusion; works collaboratively with the Human Resources Department in the development, recommendations, and implementation of training, and in developing best practices to advance diversity of the workforce.

Represents the County as a member of community diversity collaborations; collaborates with and builds relationships with community partners; participates in community conversations about diversity, equity, and inclusion issues; facilitates community engagement processes for policy and planning input.

Analyzes related legislation and regulations with an equity lens and provides expert technical guidance.

Directs and reviews the work of staff; manages staff training and performance; determines departmental budget priorities and makes recommendations.

Performs other duties as assigned, expected, and related to the mission of the Office.

Knowledge, Skills, and Abilities

Knowledge of: socio-political, historical, and systemic issues influencing equity; analysis and management practices as applied to the evaluation of diversity, racial equity, and inclusion; pertinent federal, state, and local laws, programs and practices related to anti-discrimination, equity, equal opportunity, diversity and inclusion; change management principles and practices; policy analysis and development techniques, and methods of formulating and advocating for public policies; effective interpersonal and group communication techniques; principles and practices of community engagement, outreach and inclusion; theories, principles and practices of effective management and strategic planning process and techniques; principles and practices of organization, administration, fiscal planning, and personnel management.

Skills and Abilities: practice professionalism, tact, collaboration and diplomacy; demonstrate effective interpersonal skills; demonstrate cultural awareness and competency; use sound judgment; develop strong working relationships; understand political acumen; use effective written and verbal skills; write effective reports and give verbal recommendations and presentations; effectively engage the public; conduct organizational and strategic planning, and develop and execute implementation plans; conduct analysis and effectively problem solve; interpret and apply policies, procedures, laws, and regulations; advise and recommend policy and program changes; supervise, train, and evaluate the work of subordinates; use general management skills.

Minimum Qualifications

Any combination of education, training, and experience which would likely provide for possession of the stated knowledge, skills, and abilities. Normally, this would include a Bachelor's degree from an accredited college or university in ethnic studies, sociology, psychology, public administration, organizational psychology, human resources, or a closely related field; and, at least three years of professional level experience providing guidance and program development related to equity, civil rights, or social justice programs which focus in part on equity, diversity and inclusion.

Experience working with public entities, and experience in the development and execution of strategic equity related initiatives in a large, complex organizational environment is highly desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

DIRECTOR, INDEPENDENT OFFICE OF LAW ENFORCEMENT REVIEW AND OUTREACH

Definition

Under general [policy](#) direction [of the Board of Supervisors and the County Executive](#), leads, manages, and coordinates the functions of the Independent Office of Law Enforcement Audit and Outreach (IOLERO); is responsible for the objective, independent, and appropriate review and audit of law enforcement citizen complaints, personnel, and administrative investigations, which include allegations of misconduct; analyzes data and drafts reports; makes recommendations on related policies, training, procedures, and other preventative measures; conducts community outreach and educates the public on the role of the Office; and functions as the staff lead for the Community Advisory Council (CAC).

Distinguishing Characteristics

~~The Director of the Independent Office of Law Enforcement Review and Outreach is appointed by and reports to the Sonoma County Board of Supervisors and is exempt from the County's Civil Service system in accordance with Civil Service Ordinance 305-A as amended.~~

The Director [of the Independent Office of Law Enforcement Review and Outreach](#) is a licensed attorney, who leads the County's efforts in maintaining a credible, fair, and equitable review process and effectively and fairly representing the community's interests. This is a position of trust and confidence and is expected to exercise considerable independent judgment and initiative, be objective, work collaboratively with a wide variety of stakeholders, and establish effective relationships.

This position requires that the employee be a licensed attorney but not necessarily an attorney licensed in California. Duties for the position shall be within the parameters of and comply with limits on the practices of law in California.

[This job class is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent is appointed to a three \(3\) year term by the Board of Supervisors, reports to the County Executive, and is required to enter into an employment service agreement.](#)

Typical Duties

Duties may include but are not limited to the following:

Determines the operational philosophy of the Office to ensure the goals and needs of the County, and the community are met; manages the day-to-day operations of the office; oversees

the work of staff and consultants; and implements the effective provisions of the Evelyn Cheatham Effective IOLERO Ordinance (Measure P).

Conducts comprehensive outreach to the community including schools, community based organizations, business and civic groups and promotes and facilitates communication between the community and law enforcement; working collaboratively with law enforcement staff, educates the community on law enforcement practices, policies, strategies, incident trends and challenges using appropriate methods such as public presentations, community forums, etc.; provides feedback from the community back to those affected department leaders and elected officials; handles media relations.

Reviews, audits, and analyzes citizen complaints, personnel, and administrative investigations; directs staff in the audit of investigations and reviews audit reports; maintains complaint receipt and review processes, and forwards complaints for investigation.

Based on information compiled in the review of investigations or data trends, assess and makes recommendations regarding policies, procedures, strategies, training, and practices to reduce future occurrence of similar incidents or allegations to law enforcement offices; advises if any investigations appear incomplete or otherwise deficient, and requests further review as deemed necessary; when warranted, proposes independent recommendations or determinations regarding investigations.

Conducts research in relation to the Office's functions and responsibilities; tracks and analyzes legislative actions and law enforcement audit trends which may have an effect on the functions of the Office; advises law enforcement offices on legislative and audit trends; makes recommendations to the County for legislative platforms, as appropriate.

Coordinates and facilitates the work of, and provides appropriate staff support to the Community Advisory Council, committees, and subcommittees; provides data and information that supports the mission and work as requested and needed.

Prepares an annual report to the Board of Supervisors which includes statistical information, analysis of trends of the law enforcement offices, trends in law enforcement review in general, the work of the Community Advisory Council and committees, and makes recommendations as appropriate; prepares ad hoc reports as required and requested.

Directs the administrative functions of the Office, including preparation of the budget and determining budget priorities; interviewing and selecting staff; establishing performance standards and ensuring compliance with mandatory trainings; taking action on disciplinary matters; assessing and implementing organizational and operational efficiencies.

Knowledge and Abilities

Working knowledge of: the Federal and State statutory and constitutional laws, and the interpretation and application of laws as they relate to a general law county government; general legal principles, practices, and the fundamentals of criminal and administrative investigations including interview techniques; organization, responsibilities, policies, practices, and procedures of local law enforcement; laws related to public safety investigations and the essential elements of the California Public Safety Officers Procedural Bill of Rights (Government Code Section 3300); current trends on law enforcement review concepts and practices; research methods, statistical concepts and report writing techniques; public relations practices and techniques, including public speaking.

Knowledge of: local government organization, structure, and administration; principles of effective leadership and supervision.

Ability to: interpret and apply laws, policies, procedures, and regulations; conduct independent research and fact finding assignments, perform statistical analysis, and prepare reports; act independently and remain unbiased, objective, and professional; demonstrate integrity and sensitivity; honor confidentiality and basic constitutional and legislative rights of all affected parties; establish and maintain effective and collaborative working relationships with other employees, public officials, community groups, other governmental agencies, and the general public, particularly those with diverse ethnic, cultural, and socio-economic backgrounds; maintain effective media relations; work effectively under pressure; effectively facilitate and gain cooperation and participation of interested parties to achieve desired results; present recommendations and alternative proposals; manage and oversee the work of others.

Minimum Qualifications

Education & Experience: Any combination of education, training and experience, which would likely provide for possession of stated knowledge and abilities. Normally, this would include possession of a Juris Doctor degree or equivalent from an accredited U.S. law school; and at least four years of related legal experience, typically civil rights and/or criminal law, and experience working with individuals of diverse ethnic, cultural, and socio-economic backgrounds. Prior professional level experience in a law enforcement oversight/audit organization, bilingual Spanish, and supervisory experience are desirable.

Special Requirements: Successful completion of a thorough background investigation; have not been a sworn law enforcement officer within the last five years; and does not have any immediate family members (defined as spouse, child, sibling, parent) who are currently in sworn law enforcement positions. Qualification as a Certified Practitioner of Oversight by the National Association of Civilian Oversight of Law Enforcement is required at time of employment, or within a reasonable time after date of hire.

License: Possession of an active practicing attorney's license. Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

DIRECTOR OF CHILD SUPPORT SERVICES

Definition

Under general policy direction of the Board of Supervisors and the County ~~Administrator~~[Executive](#), and within state and federal laws and regulations, plans, organizes, and directs Child Support Services programs and services for the County of Sonoma; and performs related duties as required.

Distinguishing Characteristics

This single position class is a department head, appointed by the ~~County Administrator~~[Board of Supervisors and reporting to the County Executive](#), with responsibility for overall administrative direction and management of all child support services provided by the county. The Director establishes and maintains programs to collect support payments for custodial parents and their children from parents ordered to pay child support by providing such services as locating absent parents; establishing paternity; obtaining, enforcing and initiating modifications to child and medical support orders; and collecting and distributing payments. The Director is in a position of trust and confidence, and work is performed with a maximum amount of independent judgment and initiative within broad policy objectives established by the Board of Supervisors and the County ~~Administrator~~[Executive](#).

This job class is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent is appointed by the ~~County Administrator~~[Board of Supervisors, reports to the County Executive, and is required to enter into an ~~considered an~~ "at will" ~~employee~~ employment service agreement.](#)

Typical Duties

Duties may include, but are not limited to, the following:

Plans, organizes, directs, coordinates, controls, and evaluates the operation of the Department; delegates appropriate authority to management subordinates.

Directs operational and administrative policies and procedures; analyzes and interprets existing and proposed legislation and State Department of Child Support Services policies, procedures, and other directives to determine their impact on departmental operations; identifies areas for organizational improvement; formulates long range plans and initiates changes to improve organizational efficiency and ensure program conformance to federal and state child support laws, regulations, and court decisions.

Directs staff in the preparation and monitoring of the departmental and state budgets; analyzes performance measures to ensure cost efficiency and determine the appropriate level of services; presents and justifies proposed budget to the County ~~Administrator~~[Executive](#) and Board of Supervisors; ensures that budget expenditures are properly controlled.

Serves on local and statewide committees to coordinate program administrative and training efforts; represents the County in statewide efforts to affect state and federal policy and regulations; and addresses legislative, judicial and regulatory bodies to explain, defend and advocate the County's positions and actions.

Oversees the department's automation programs and systems; and coordinates with the State Department of Child Support Services and other government agencies for the development, implementation, and maintenance of a statewide, interactive, automated case management and tracking system.

Interviews and selects top management staff; establishes performance standards; evaluates the performance of subordinate managers, and all staff through the management team; reviews performance evaluations; ensures action on disciplinary matters; ensures compliance with mandatory trainings and fosters appropriate professional development for staff and succession planning; and assesses organizational structure and takes actions to improve organizational structure and department efficiencies if needed.

Advises the Board of Supervisors and the County ~~Administrator~~ Executive of any changes in state laws or regulations that will have an impact on the delivery of services; provides the Board of Supervisors and the County ~~Administrator~~ Executive with specific plans, costs and recommendations needed to meet legal requirements.

Recommends and administers a variety of contracts to meet department goals.

Establishes and maintains effective communication and working relationships with the Board of Supervisors, County ~~Administrator~~ Executive, other County department heads, subordinates, and key officials of state, federal and local agencies.

Coordinates preparation and release to the media of information related to the programs and services of the Department of Child Support Services with the County's communications team and/or Board of Supervisors and County ~~Administrator~~ Executive; makes presentations to the public and media to promote awareness of the department's services, as needed.

Knowledge and Abilities

Thorough knowledge of: the principles and practices involved in child support enforcement programs at the federal, state and local levels; communication and conflict resolution; principles and practices of budget and fiscal management, supervision, training, and administration of public services; intergovernmental relationships and regulations affecting delivery of services; legislation and laws that regulate the operation of the Child Support Services Department; and modern methods of public services administration.

Considerable knowledge of: the social and economic problems affecting public child support services and modern best practices in service delivery for these programs; program planning, evaluation and monitoring; principles and application of budget preparation and public funding; research methods and techniques; human resources management; research methodology, report writing, and basic statistics.

Ability to: plan, organize and direct comprehensive child support service programs; understand, interpret and explain laws, regulations and policies governing child support service programs and operations; develop goals and objectives; supervise and evaluate the performance of subordinate managers, professional and administrative staff; ensure proper compliance with state, federal and local guidelines, policies, goals, rules and regulations; identify and analyze administrative problems and implement operational changes; analyze problems and adopt an effective course of action; organize inter-departmental operations; direct the preparation and justification of the department's budget; respond to and promote effective media relations; make presentations to elected officials; establish and maintain effective working relationships with the Board of Supervisors, the County ~~Administrator~~ Executive, other County department heads, subordinates, and partners at state, federal and local agencies; communicate effectively both verbally and in writing; coordinate and integrate program components in a cohesive and effective service delivery system; secure cooperation and teamwork among professionals and support staff.

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, this would include graduation from an accredited college or university with a degree in public administration, social work, business administration, economics, psychology, sociology or a closely related field, and four years of increasingly responsible management experience in a public agency, including policy development, program planning and evaluation, budget management, and personnel management, which provided knowledge of public sector child support enforcement or social services programs; and a minimum of two years of supervising management and professional level staff, would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

DIRECTOR OF EMERGENCY MANAGEMENT

Definition

Under ~~administrative~~ general policy direction of the Board of Supervisors and the County Executive, plans, coordinates, and manages the activities of the County's emergency management program; ensures appropriate systems, processes, protocols, and training are in place for the full scope of possible emergencies and disasters; coordinates continuity of operations programs; promotes and coordinates emergency management activities with local agencies and districts and the State and Federal organizations in keeping with the overall Sonoma County Emergency Management Program; promotes public awareness and preparedness for emergencies and disasters; manages the staff directly assigned to the program; and performs related duties as required.

Distinguishing Characteristics

This position serves as the department head and is responsible for the accomplishment of the County's Emergency Management Department's mission and objectives, and is responsible for the accomplishment of the County's Emergency Management Program's mission and objectives. During times of declared emergency or disaster, pursuant to the Sonoma County Code on Civil Defense and Disaster, Chapter 10, the position will work under and closely with the Director of Emergency Services.

Considerable independent judgment is exercised in the administration of the Department's programs and services. Work is performed with a maximum amount of independence and trust within established policies and procedures set forth by the County ~~Administrator~~ Executive, the Board of Supervisors, and Sonoma County Code, Chapter 10 – Civil Defense and Disaster. The Position will work collaboratively with local agencies and state and federal organizations to carry out the mission and responsibilities of the department.

This job class is ~~not within the~~ considered unclassified pursuant to the ~~Classified Civil Service under the provisions of the~~ County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent is appointed by and reports to the County ~~Administrator~~ Executive and ~~considered~~ is required to enter into an "at will" ~~employee~~ employment service agreement.

Typical Duties

Duties may include, but are not limited to, the following:

Plans, organizes, and directs the overall activities and programs associated with the Department, including the implementation of a comprehensive, county-wide emergency management program, a master County Continuity of Operations Plan, and a disaster recovery

plan; works with the Sonoma County Operational Area Emergency Council regarding the Operational Area Emergency Plan.

Oversees the establishment and maintenance of a communication process and appropriate systems and equipment for alerting the public, governmental entities, officials, disaster partners, etc.

Establishes and maintains an effective emergency operations center including staff training, staffing and internal procedures; plans mobilization of materials and human resources to meet emergencies; responds to emergency situations and/or activates the County Emergency Operation Center and serves as Incident Commander, as needed.

Ensures the development and execution of training, tests and exercises to determine adequacy of emergency and disaster preparations.

Works collaboratively with representatives of various state, county, city and other agencies; coordinates services with other organizations and agencies and develops mutual assistance programs where appropriate; develops and administers grants and contracts with various agencies dealing with emergency services.

Evaluates current programs and methods; considers proposed alternative programs and methods to provide maximum utilization of allocated funds; secures matching funds and other available assistance.

Participates in advisory committees or other related groups; represents the County and speaks before public bodies, groups, organizations and the public on matters pertaining to the department's activities and services.

Oversees a public information program to encourage emergency preparedness; may give presentations before various groups; attends emergency preparedness meetings of local, county, state and federal officials; meets with and advises citizen groups regarding the County's emergency management programs.

Directs and reviews the work of staff; establishing sound hiring practices; manages staff training and performance; ensures that in-service training programs are developed and implemented; oversees the program's human resources functions; reviews staff recommendations and determines departmental needs for staff and other resources.

Determines departmental budget priorities and makes recommendations to the County ~~Administrator~~ [Executive](#) and Board of Supervisors; directs the preparation of the annual budget; establishes controls and measurement tools for the delivery of services and cost controls; ensures that budget expenditures are properly controlled in order to conform with approved funding; seeks additional funding sources.

Provides advice and guidance to departments on special conditions and operating requirements for departments with specialized emergency and disaster response and recovery roles.

May participate in response to related program activities throughout the County.

Performs related duties as assigned.

Knowledge and Abilities

Thorough knowledge of: the principles and practices of emergency management; the laws, rules and regulations governing the establishment and maintenance of emergency services systems; the modern equipment and systems utilized in emergency management including the California Incident Command System (ICS), State emergency Management System (SEMS), State Response Information Management System (RIMS), and Geographic Information Systems (GIS), or equivalent systems; conditions leading to major emergencies, their effects, mitigation, response lines, resource requirements, damage assessment, recovery methods, and safety and survival procedures; operation of an emergency operations center.

Considerable knowledge of: Federal and state policies and guidelines for emergency services and assistance; federal and state emergency services programs and funding procedures; principles and practices of public administration, financial and budget management and personnel management; the principles and practices of supervision and training; the principles and practices related to program management; research methodology, basic statistics and report writing; training methods; group dynamics, communications methods, and public relations techniques; modern office methods and procedures; written and oral communication, including language mechanics, syntax and English composition.

Ability to: effectively plan, organize, direct, coordinate, administer, and supervise the activities of an emergency management program; supervise, train, and evaluate the work of subordinates; formulate and implement county-wide emergency plans; identify training needs and ensure comprehensive emergency preparedness and training program to diverse agencies and organizations, and the public; establish and maintain effective working relationships; analyze emergency situations and implement effective courses of action; analyze administrative problems, reach practical conclusions and institute effective changes; prepare and direct the preparation of comprehensive written reports and oral presentations; ensure proper compliance with all facets of emergency management; understand, interpret and apply rules, regulations, legislation, and ordinances; work under significant pressure, be subject to extended work hours, and be on-call in case of emergencies.

Minimum Qualifications

Education and Experience: Any combination of education and experience which would provide the opportunity to acquire the knowledge and abilities listed herein. Normally, a Bachelor's Degree in emergency management, public safety, business or public administration, or a closely related field, and five years of experience managing and coordinating a governmental civil defense, disaster, and/or emergency management program.

License: Possession of a valid driver's license at the appropriate level including special

endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

DIRECTOR OF HEALTH SERVICES

Definition

Under general policy direction of the Board of Supervisors and the County ~~Administrator~~ [Executive](#), provides leadership and administrative policy and operational direction for programs and services of the Department of Health Services; and performs related duties as required.

Distinguishing Characteristics

The Director is appointed by the ~~Board of Supervisors~~ [County Executive](#) and serves as the department head for the Sonoma County Department of Health Services. The Director is in a position of trust and confidence, and work is performed with a maximum amount of independent judgment and initiative within broad policy objectives established by the Board of Supervisors [and the County Executive](#). The Director is expected to work collaboratively with other County departments, and community partners to plan and provide quality health services with the objective of improving health outcomes for the Sonoma County community.

The Director serves as the department head and appointing authority for all employees in the Department of Health Services except for the Health Officer who, by law, is appointed by the Board of Supervisors. The Director oversees the administrative performance of the Health Officer and informs the Board of Supervisor on the performance of the Health Officer as needed. ~~The Board may delegate to the County Administrator the responsibility to oversee the Department of Health Services and the appointment decision of the Director, but not the appointment of the Health Officer.~~

This job class is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent ~~is appointed by and serves at the will of~~ [reports to](#) the ~~Board of Supervisors~~ [County Executive](#) and is required to enter into an "at will" employment service agreement.

Typical Duties

Duties may include, but are not limited to, the following:

Provides leadership and administrative policy direction; coordinates administration of all departmental divisions; conducts meetings and conferences with department staff; develops and implements administrative policies and procedures; ensures appropriate program monitoring and evaluation processes and systems; establishes measurable performance standards and transparent methods of reporting data and performance; advises the Board of Supervisors regularly of health services issues.

Develops an organizational structure which identifies appropriate department divisions and sections with clear responsibilities and authority of divisions, sections, and positions; ensures effective management practices and delegation of work and work flow processes.

Consults with the Health Officer and Behavioral Health director on matters and/or protocols that affect the delivery of public health, mental health and environmental health services; approves changes and modifications recommended and ensures intra-departmental communication and implementation of changes and modifications of protocols.

Coordinates and directs the provision of technical and professional assistance to other county departments, other health agencies, businesses and members of the general public on matters affecting the health and safety of the citizens of Sonoma County.

Directs the research, analysis and formulation of the department budget; determines departmental budget priorities; oversees and monitors revenue and reimbursement projections; prepares and justifies program and budget recommendations to the County ~~Administrator~~ [Executive](#) and the Board of Supervisors; ensures that budget expenditures are properly controlled and meet regulatory requirements; seeks other funding options and applies for grants in to improve or enhance services; allocates and reallocates department resources to meet service needs.

Interviews and selects top management staff; evaluates the performance of subordinate managers; ensures departmental human resources and risk management administration is effective and compliant with County rules, processes, and practices, and related legislation; ensures mandatory training compliance and appropriate professional development is offered to staff; assesses organizational structure as needed and requests classification studies if needed; fosters positive labor relations and hears employee grievances and remedies grievances or disciplinary matters within the limits of their delegated authority.

Follows state and federal legislative developments and determines impacts for the department and services; advises the Board of Supervisors and the County ~~Administrator~~ [Executive](#) of any changes in state laws or regulations that will have an impact on the delivery of the department's services; provides the Board of Supervisors and the County ~~Administrator~~ [Executive](#) with specific plans, costs and recommendations needed to meet legal requirements; advocates for/against legislation and regulations where appropriate.

Coordinates preparation and release to the media of information related to the programs and services of the Department of Health Services with the County's communications team and/or Board of Supervisors, as needed.

Knowledge and Abilities

Thorough knowledge of: modern personnel, financial and program management processes and procedures required to effectively plan, organize and direct a Health Services Department; federal, state and local laws, ordinances, rules and regulations relating to the management and operations of a health services department; modern organizational and planning techniques used to manage a multi-service agency.

Considerable knowledge of: the social and economic problems that have an impact on the public health, mental health, and environmental health of the community and modern best

practices in service delivery for these programs; communications and conflict resolution techniques; research methodology, report writing and basic statistics.

Ability to: establish and maintain effective and collaborative working relationships with the Board of Supervisors, the County ~~Administrator~~ Executive, other County department heads, subordinates, community groups, medical professionals, other health agencies, local cities and public entities, the general public and others who have an interest in health services issues; communicate effectively; identify priorities and goals, develop work plans and accountability measures to support objectives; coach staff and identify and address employee performance issues; analyze management and operational problems to reach practical conclusions, and institute effective changes; ensure program compliance and fiscal responsibility through subordinate staff and appropriate oversight of programs and services; direct or prepare comprehensive, clear written reports and oral presentations; listen to, understand and appreciate differing views on the role of the Department of Health Services in the management of sensitive health services issues.

Minimum Qualifications

Education and Experience: Any combination of education or training that would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited college or university with a degree in health care administration, public administration, hospital administration, business administration or a closely related field, and five years of increasingly responsible experience managing a health, behavioral health, or social services organization or large division of such organization would provide such opportunity. Possession of a Master's degree is desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

DIRECTOR OF HUMAN RESOURCES

Definition

Under general policy direction of the Board of Supervisors, the County ~~Administrator~~ Executive, and the Civil Service Commission, plans, organizes and administers comprehensive human resources and risk management programs for the County of Sonoma; performs related duties as required.

Distinguishing Characteristics

This is a single position class appointed by the ~~Board of Supervisors~~ County Executive. ~~He/she~~ The incumbent serves as the department head of the Human Resources Department and through subordinate managers and staff is responsible for the effective and efficient management and administration of the department's programs and the County's Civil Service System. In managing the County's Civil Service System, interpreting and enforcing the Civil Service Ordinance and Rules, the Director is accountable to the Civil Service Commission and serves as the Commission's secretary. With regard to management of the department, general human resource issues and employee and labor relations matters, the Director reports to the County ~~Administrator~~ Executive and through ~~him/her~~ them to the Board of Supervisors. Work is performed with a maximum amount of independence within established policies and procedures set forth by the Board of Supervisors, County Executive, and other relevant laws, ordinances and regulations.

This job class is ~~not within the classified civil service under the provisions of~~ considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent is appointed by and reports to the County Executive and is required to enter into an "at will" employment service agreement.

Typical Duties

~~Typical d~~ Duties may include, but are not limited to, the following:

Plans, organizes and directs the overall activities and programs of the Human Resources Department including the County's Civil Service System, recruitment, examination and certification of candidates for job vacancies; the maintenance of the County's job classification and compensation plan; the management of the County's Employee and Labor Relations program; the County's risk management and employee benefits programs; the administration of the County's Equal Employment Opportunity program and plan; the monitoring of the County payroll system; and the development and coordination of the County's overall training program.

Serves as Executive Secretary to the Civil Service Commission including the preparation of the agenda for Civil Service Commission meetings and the presentation of reports at such meetings; administers the directions of the Commission and enforces and interprets Civil Service Ordinance and Civil Service Commission rules and regulations.

Plans and directs the selection, training, supervision and evaluation of Human Resources Department employees.

Reports to the Board of Supervisors and County ~~Administrator~~Executive on meetings with employee organizations including wages, employee benefits, and grievances.

Consults with the County ~~Administrator~~Executive, advisory council(s) and department heads in order to develop and maintain a coordinated approach to the implementation and administration of the various phases of the County's human resources management program.

Proposes and reviews new programs and changes to existing programs and amendments to ordinances, rules and other legislation affecting the County Human Resources, Employee and Labor Relations, and Risk Management programs.

Responsible for official department actions and documents such as establishment of employment lists, preparation of job certifications, payroll documentation and other permanent official records related to the County's human resources program.

Directs the preparation of the department annual budget and ensures the budget expenditures are properly controlled to ensure conformance with approved funding.

Represents the County before various public bodies, groups, organizations and the public in order to discuss, interpret and explain laws, policies, rules and regulations governing the County's Human Resources programs.

Receives and reviews reports and evaluations from representatives of Federal and State agencies conducting the County's conformance with applicable laws and regulations; reviews such evaluations with staff, County ~~Administrator~~Executive and Board of Supervisors; assures that necessary steps are taken to correct any discrepancies in such evaluation; reports programs of any corrective action to the Federal and State agencies.

Receives and investigates appeals, complaints and grievances regarding human resources related matters; assists officials and employees in the solution of human resources problems.

Knowledge and Ability

Extensive knowledge of: the modern principles, practices and methods of public human resources management; principles and methods of supervision, public relations, recruitment, examination, job classification, compensation, training, equal employment opportunity, employee and labor relations and general office management.

Thorough knowledge of: principles and practices of public administration; federal, state and local laws and regulations affecting human resources management; principles and practices of risk management and assets protection programs; principles and administration of employee benefits; research methodology, report writing and basic statistics.

Ability to: effectively plan, organize, direct, coordinate, administer and supervise activities and programs of a public human resources and risk management program through subordinate staff; understand, interpret and properly apply provisions of applicable laws, ordinances, rules, regulations, memoranda of understanding and operating procedures; analyze administrative problems, to reach practical conclusions, and institute effective changes; prepare and direct the preparation of comprehensive written reports and oral presentations containing alternative solutions and recommendations regarding specific resources, plans, and policies; write and orally communicate clearly and effectively; deal tactfully, convincingly and effectively with subordinate personnel, public officials, employees, organizations and the general public; ensure proper compliance with Federal and State guidelines, policies, rules and regulations relating to human resources management; develop and update departmental rules, regulations and policies.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the ability to possess the knowledge and abilities listed herein. Normally, this would include:

Education: A bachelor's degree in public administration, business administration, human resources, psychology, economics, sociology and/or a closely related field. Certification in a related field is highly desirable.

Experience: Five years of progressive professional experience in human resources management, including at least two years in a management capacity and one year in the public sector.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

DIRECTOR OF HUMAN SERVICES

Definition

Under general policy direction of the Board of Supervisors and the County ~~Administrator~~ Executive, provides leadership and administrative policy direction for programs and services of the Human Services Department; and performs related duties as required.

Distinguishing Characteristics

This position serves as the department head for the Human Services Department. The incumbent is in a position of trust and confidence and is the appointing authority for all employees in the Human Services Department. The Director of Human Services reports to the Board of Supervisors through the County ~~Administrator~~ Executive to provide advice and consultation on all matters related to the requirements of the department. The Director is delegated authority and is held accountable for the overall resource development and administration of all programs, services and employees of the Human Services Department. ~~The incumbent performs assignments~~ Work is performed with a maximum amount of independent judgment and initiative within broad policy objectives established by the Board of Supervisors and the County ~~Administrator~~ Executive.

This job class is considered unclassified pursuant to the ~~not within the classified civil service under the provisions of Section 5 (q) of the~~ County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent ~~serves at the will of the Board of Supervisors and is required to enter into an "at will" employment contract~~ is appointed by and reports to the County Executive is required to enter into an "at will" employment service agreement.

Typical Duties

Duties may include, but are not limited to, the following:

Provides leadership and administrative policy direction; coordinates administration of all departmental divisions; evaluates performance of subordinate managers; conducts meetings and conferences with department staff; advises the County ~~Administrator~~ Executive at the Board of Supervisors regularly of human services issues.

Develops and implements administrative policies and procedures; refines management structure, as necessary, with attention to lines of communication, decision making, and accountability; maintains an organizational chart which identifies department divisions and sections with an explanation of how authority is delegated and work flows.

Directs the research, analysis and formulation of the department budget; determines departmental budget priorities; prepares and justifies program and budget recommendations to the County ~~Administrator~~ Executive and the Board of Supervisors; ensures that budget expenditures are properly controlled.

Submits estimates of facility requirements with estimated costs and time lines for relocation and/or modifications.

Establishes and evaluates monitoring and evaluation systems; establishes measurable standards for reviewing the success of the plan and the new systems and services.

Interviews and selects top management staff; reviews and approves staff training program; recommends changes in position classification consistent with organizational structure; evaluates the performance of subordinate managers; approves or disapproves merit salary increases; adjusts employee grievances within limits of delegated authority, has authority to hire and discharge in the Human Services Department; delegates authority and holds subordinate managers accountable for the efficient administration of their divisions or sections.

Reviews and approves Board of Supervisors' agenda items, personnel, operational and budgetary actions recommended by Division Directors.

Coordinates the administration of the department divisions; initiates, implements, and reconciles management practices and policies; approves changes and modifications; ensures intra-departmental communication and implementation of changes and modifications of protocols.

Advises the Board of Supervisors and the County ~~Administrator~~ Executive of any changes in state laws or regulations that will have an impact on the delivery of human services; provides the Board of Supervisors and the County ~~Administrator~~ Executive with specific plans, costs and recommendations needed to meet legal requirements.

Establishes and maintains effective communication and working relationships with related County departments and key officials of state, federal and local agencies.

With concurrence of the Board of Supervisors and the County ~~Administrator~~ Executive, seeks and applies for grants in aid to improve or enhance the delivery of human services.

Coordinates and directs the provision of technical and professional assistance to other county departments, other human service agencies, businesses and members of the general public on matters affecting the delivery of human services to the citizens of Sonoma County.

Conducts meetings and conferences with department staff; interprets policies, rules and regulations to staff members; allocates and reallocates department resources to meet human service needs; analyzes difficult management and fiscal problems, considers available options, evaluates possible solutions, selects an appropriate solution and implements a decision to resolve the problem.

Coordinates preparation and release of informational materials which enhance public understanding of community needs and human service activities; represents the County in speaking engagements and general public contact on matters pertaining to human service programs and activities; coordinates preparation and release to the media of information

related to the programs and services of the Human Services Department.

Knowledge and Abilities:

Extensive knowledge of: modern personnel, financial and program management processes and procedures required to effectively plan, organize and direct a Human Services Department; federal, state and local laws, ordinances, rules and regulations relating to the management and operations of a Human Services Department, including the provisions of the California Welfare and Institutions Code related to categorical aids and Social Security.

Thorough knowledge of: modern organizational and planning techniques used to manage a multi-service human services agency.

Considerable knowledge of: the social and economic problems that have an impact on the human services needs of the community; communications and conflict resolution techniques.

Working knowledge of: the operational requirements of a 24-hour institution; the Juvenile Court System.

Knowledge of: research methodology, report writing and basic statistics.

Ability to: evaluate the performance of subordinates, identify behavior and performance problems, communicate appropriate employment standards to affected employees and hold those employees to the standards; effectively plan, organize, direct, coordinate, administer, and supervise activities and programs of the Human Services Department; analyze management problems, to reach practical conclusions, and institute effective changes; develop and update departmental rules, regulations and policies; direct or prepare comprehensive, clear written reports and oral presentations containing alternate solutions and recommendations regarding specific resources, plans and policies; establish and maintain effective professional and working relationships with the Board of Supervisors, the County-~~Administrator~~ [Executive](#), other County department heads, subordinates, community groups, other human service agencies, the general public and others who have an interest in human services issues; ensure proper compliance with state, federal and local guidelines, policies, goals, rules and regulations; understand and appreciate differing views on the role of the Human Services Department in the management of sensitive human services issues; administer a variety of community service contracts; physically visit a variety of Human Services Departments and other local agency locations.

Minimum Qualifications:

Education: Any combination of education or training that would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited college or university with a degree in social work, public administration, business administration or a closely related field would provide such opportunity. Possession of a Masters degree is desirable.

Experience: Any combination of experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, five years of increasingly responsible experience

managing a human services organization or large division of such organization would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

DIRECTOR OF PERMIT ~~AND RESOURCE MANAGEMENT~~ [SONOMA](#)

Definition

Under general policy direction of the Board of Supervisors and the County ~~Administrator~~ [Executive](#), provides leadership and administrative policy direction for programs and services of Permit Sonoma; and performs related duties as required.

Distinguishing Characteristics

This executive management class serves as the department head for Permit Sonoma. Work involves responsibility for the effective operation of the department through the establishment of performance goals and objectives.

The Director is in a position of trust and confidence, with work performed with a maximum amount of independent judgment and initiative within broad policy objectives as established by the Board of Supervisors [and the County Executive](#). The Director is expected to work collaboratively with other County departments and community partners to plan and provide quality planning, building, [engineering, fire prevention, natural resource preservation](#), and ~~land development~~ [code enforcement](#) services for the Sonoma County community, and regularly advises the Board of Supervisors and ~~county~~ [County Administrator](#) ~~Executive~~ on departmental services matters.

This job class is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent ~~serves at the will of the Board of Supervisors and is required to enter into an "at will" employment service agreement~~ [is appointed by and reports to the County Executive and is required to enter into an "at will" employment service agreement](#).

Typical Duties

Duties may include, but are not limited to, the following:

Provides leadership and administrative program policy direction; sets departmental priorities and coordinates the administration of all departmental divisions; evaluates the performance of subordinate managers; conducts meetings and conferences with department staff; ensures emphasis on quality service to customers.

Consults with the department's senior management team on matters and/or protocols that effect the delivery of ~~building, permitting,~~ planning, [building, engineering, fire prevention, natural resource preservation, and](#) code enforcement ~~and engineering~~ services, ~~fire prevention services, and environmental impact review~~; approves changes and recommended

modifications to intra-departmental communication and the implementation of strategies for the modifications of departmental practices and protocols.

Directs and coordinates the provision of technical and professional assistance to other county departments, county businesses, and members of the public on matters affecting land ~~and building development and planning~~ [use regulation](#) in Sonoma County.

Develops and recommends organizational or system changes, as necessary, to maintain client-focused services; develops and implements administrative policies and procedures; ensures appropriate program monitoring and evaluation processes and systems; refines management structure with particular attention to lines of communication, decision-making, and accountability; interviews and selects top management staff; ensures the maintenance of personnel evaluation systems; communicates with union representatives and participants in labor relations activities; promotes a safe working environment; enforces policies against sexual harassment.

Determines departmental budget priorities, directs the preparation of the department's budget, and justifies program and budget recommendations to the County ~~Administrator~~ [Executive](#) and the Board of Supervisors; oversees and monitors revenue and reimbursement projections; ensures that budget expenditures are properly controlled and meet regulatory requirements; seeks other funding options and applies for grants in to improve or enhance services; allocates and reallocates department resources to meet service needs.

Develops an organizational structure that identifies appropriate department divisions and sections with clear responsibilities and authority of divisions, sections, and positions; ensures effective management practices and delegation of work and workflow processes.

Evaluates the performance of subordinate managers; ensures departmental human resources and risk management administration is effective and compliant with County rules, processes, practices, and related legislation; ensures mandatory training compliance and appropriate professional development is offered to staff; fosters positive labor relations and hears employee grievances and remedies grievances or disciplinary matters within the limits of their delegated authority.

Follows state and federal legislative developments and determines impacts for the department and services; advises the Board of Supervisors and the County ~~Administrator~~ [Executive](#) of any changes in state laws or regulations that will have an impact on the delivery of the department's services; provides the Board of Supervisors and the County ~~Administrator~~ [Executive](#) with specific plans, costs, and recommendations needed to meet legal requirements; advocates for/against legislation and regulations where appropriate.

Coordinates preparation and release to the media of information related to the programs and services of Permit Sonoma with the County's communications team and/or Board of Supervisors as needed.

Knowledge and Abilities

Thorough knowledge of: modern personnel, financial, and program management practices to effectively plan, organize and direct the department; County government, and other governmental agencies which have a relationship with County government; client-focused service delivery systems.

Considerable knowledge of: the principles, methods, and techniques of planning and building development; effective supervisory practices, training, and techniques; principles and practices of effective customer service in a local government environment; principles and practices of modern budget, program, and system management; performance management, conflict resolution, best practices in leadership and communication; the legal mandates of building and code enforcement programs; principles, methods, and techniques of code and regulation development and adoption relating to development service functions; the administration of building, fire, construction, public health, planning and related laws, codes, ordinances and the methods of review and inspection to ensure compliance.

Ability to: establish and maintain effective and collaborative working relationships with the Board of Supervisors, the County ~~Administrator~~ [Executive](#), other County department heads, subordinates, community groups, building professionals, other local cities and public entities, the general public and others who have an interest in building regulation services and issues; manage a multi-discipline, fully integrated, customer-oriented service delivery system; plan, organize, and coordinate the activities of highly specialized and professional employees; delegate, supervise and follow-up on assigned work; organize and direct group discussions, and demonstrate communication skills in gathering, evaluating and transmitting information to a variety of stakeholders including internal staff and community groups; provide professional consultation, assistance and leadership; ensure program compliance and fiscal responsibility through subordinate staff and appropriate oversight of programs and services; analyze and review staff reports and recommendations, and give constructive criticism; work under pressure, establish priorities, and meet deadlines; provide effective leadership in the development of new or improved procedures, rules, regulations and policies; effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific resources, plans and policies; demonstrate the ability to work with, and appropriately and effectively utilize resource support departments/services including computer services, personnel, legal counsel, accounting/auditor, risk management, and other staff services.

Minimum Qualifications

Education and Experience: Any combination of education, training, and/or experience that would provide an opportunity to acquire the knowledge and abilities listed. Normally, graduation from an accredited college or university with academic course work in public or business administration, planning, geography, architecture, landscape architecture,

economics, environmental studies, structural, mechanical, or civil engineering, and five years of increasingly responsible management experience in the development services or related administrative management functions would provide such opportunity. Additional qualifying experience may be substituted for the college education on a year-for-year basis.

License: Possession of a valid driver's license at the appropriate level including special endorsements as required by the State of California may be required depending upon assignment to perform the essential job functions of the position.

DIRECTOR OF PUBLIC INFRASTRUCTURE

Definition

Under general policy direction of the Board of Supervisors and the County ~~Administrator~~ Executive, provides leadership and administrative policy direction for programs and services of the Sonoma County Public Infrastructure (SPI) Department; and performs related duties as required.

Distinguishing Characteristics

The Director is appointed by the ~~Board of Supervisors~~ County Executive and serves as the department head for the SPI Department. Work involves responsibility for the effective operation of the department through the establishment of performance goals and objectives.

The Director is in a position of trust and confidence, with work performed with a maximum amount of independent judgment and initiative within broad policy objectives as established by the Board of Supervisors and the County Executive. The Director is expected to work collaboratively with other County departments and community partners to plan, build, and maintain County-owned infrastructure, provide quality transportation infrastructure, provide and maintain other assigned services for the Sonoma County community, and regularly advise the Board of Supervisors and County ~~Administrator~~ Executive on departmental services matters.

This job class is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent is appointed by and serves at the will of reports to the ~~Board of Supervisors~~ County Executive and is required to enter into an "at will" employment service agreement.

Typical Duties

Duties include, but are not limited to, the following:

Provides leadership and administrative program policy direction; formulates the strategic short and long-range goals of SPI in alignment with County strategic plans and goals; sets departmental priorities and coordinates the administration of all departmental divisions; evaluates the performance of subordinate managers; conducts meetings and conferences with department staff; and ensures emphasis on quality service to customers.

Consults with the department's senior management team on matters and/or protocols that affect the delivery of administration and purchasing, airport, engineering, facilities development and management, fleet operations, heavy equipment, integrated waste, road

maintenance and operations, transportation systems, special districts, and other services; and approves changes and recommended modifications to intra-departmental communication and the implementation of strategies for the modifications of departmental practices and protocols.

Directs and coordinates the provision of technical and professional assistance to other county departments, county businesses, and members of the public on matters affecting public infrastructure in Sonoma County.

Develops and recommends organizational or system changes, as necessary, to maintain client-focused services; develops and implements administrative policies and procedures; ensures appropriate program monitoring and evaluation processes and systems; refines management structure with particular attention to lines of communication, decision-making, and accountability; interviews and selects top management staff; ensures the maintenance of personnel evaluation systems; communicates with union representatives and participants in labor relations activities; promotes a safe working environment; and enforces policies against sexual harassment.

Determines departmental budget priorities with input from the Board of Supervisors, directs the preparation of the department's budget, and justifies program and budget recommendations to the County ~~Administrator~~ Executive and the Board of Supervisors; oversees and monitors revenue and reimbursement projections; ensures that budget expenditures of public funds are properly controlled and meet regulatory requirements; seeks funding options and applies for grants to improve or enhance services; and allocates and reallocates department resources to meet service needs.

Develops an organizational structure that identifies appropriate department divisions and sections with clear responsibilities and authority of divisions, sections, and positions; ensures effective management practices and delegation of work and workflow processes; and identifies areas for improved service delivery and efficiency and makes changes accordingly.

Evaluates the performance of subordinate managers; ensures departmental human resources and risk management administration is effective and compliant with County rules, processes, practices, and related legislation; ensures mandatory training compliance and appropriate professional development is offered to staff; and fosters positive labor relations and hears employee grievances and remedies grievances or disciplinary matters within the limits of their delegated authority.

Follows state and federal legislative developments and determines impacts for the department and services; advises the Board of Supervisors and the County ~~Administrator~~ Executive of any changes in state laws or regulations that will have an impact on the delivery of the department's services; provides the Board of Supervisors and the County ~~Administrator~~

[Executive](#) with specific plans, costs, and recommendations needed to meet legal requirements; and advocates for/against legislation and regulations where appropriate.

Coordinates preparation and release to the media of information related to the programs and services of SPI with the County's communications team and/or Board of Supervisors as needed.

Performs other duties as required.

Knowledge and Abilities

Thorough knowledge of: modern personnel, financial, and program management practices to effectively plan, organize, and direct the department; County government, and other governmental agencies which have a relationship with County government; federal, state, and local statutes, regulations, and legislative considerations governing county, state, and/or federally assisted public infrastructure services programs and funding sources; the principles applicable to the planning and organization of large scale governmental construction and maintenance programs; civil engineering principles, practices, and theories; the principles and practices of contract negotiations and administration.

Considerable knowledge of: effective supervisory practices, training, and techniques; the principles and practices of effective customer service in a local government environment; the principles and practices of modern budget, program, and system management; performance management and conflict resolution best practices in leadership and communication; modern management techniques in the administration of public works and infrastructure programs; airport, bridges, highways, roads, right of ways, architecture, land acquisition, civil engineering, surveying, integrated waste, transportation, fleet, heavy equipment, facilities development, procurement, construction and maintenance, land acquisition, and real estate related legal mandates, principles, and practices; the methods of review and inspection to ensure compliance.

Ability to: direct the preparation of economic feasibility studies relating to public infrastructure and transportation operations; establish and maintain effective and collaborative working relationships with the Board of Supervisors, the County ~~Administrator~~ [Executive](#), other County department heads, subordinates, community groups, construction and engineering professionals, state and federal government entities and other local cities and public entities, the general public, and others who have an interest in public works and infrastructure services and issues; be decisive and work independently; plan, organize, and coordinate the activities of highly specialized technical and professional employees; delegate, supervise, and follow-up on assigned work; organize and direct group discussions and demonstrate effective communication skills in gathering, evaluating, and transmitting information to a variety of stakeholders including internal staff and community groups; provide professional consultation, assistance, and leadership; ensure program compliance and fiscal responsibility through

subordinate staff and appropriate oversight of programs and services; analyze and review staff reports and recommendations and give constructive criticism; work under pressure, establish priorities, and meet deadlines; provide effective leadership in the development of new or improved procedures, rules, regulations, and policies; effectively assemble, organize, and present, in written and oral form, reports containing alternative solutions and recommendations regarding specific resources, plans, and policies; provide effective leadership, motivate employees, and foster an inclusive, equitable, and positive work culture; successfully negotiate and persuade others; be flexible and willing to work effectively under adverse conditions as needed during emergency disaster response and recovery and stressful situations.

Minimum Qualifications

Experience and Education:

A combination of work experience, training, and education would provide an opportunity to acquire the knowledge and abilities listed herein. A typical way to qualify is:

Five years of progressively responsible professional and management experience administering programs, services, policies, and procedures in areas related to public works and infrastructure. Such experience must have included three years of supervising management and professional-level staff.

AND

A bachelor's degree from an accredited college or university with significant coursework in business and/or public administration, architecture, construction management, engineering, facilities management, procurement, public works, transportation systems, or a related field of study. Additional qualifying experience may be substituted for the college education on a year-for-year basis.

License: A valid certification of registration as a Professional Civil Engineer or Land Surveyor issued by the State of California Board for Professional Engineers, Land Surveyors, and Geologists is desirable.

A valid driver's license at the appropriate level, including special endorsements as required by the State of California, may be required depending upon the assignment to perform the essential job functions of the position.

DIRECTOR OF REGIONAL PARKS

Definition

Under general policy direction of the Board of Supervisors and the County Executive, plans, organizes and directs the location, acquisition development, maintenance and operation of county regional parks; directs the scheduling and conducting of events and maintenance of public assembly facilities; and performs related duties as required.

Distinguishing Characteristics

This single position class serves as the department head for the Department of Regional Parks. The incumbent is responsible for the overall administrative management of departmental personnel, financial administration, program activities, and procedural and policy issues as they relate to the operation of parks and public assembly facilities. Work is performed with a maximum amount of independence with- in established policies and procedures set forth by the Board of Supervisors, the County administration-Executive and other relevant laws, ordinances and regulations.

[This job is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent is appointed by and reports to the County Executive and is required to enter into an "at will" employment service agreement.](#)

Typical Duties

Advises the Board of Supervisors and County Executive on all policy and administrative matters pertaining to the Department of Regional Parks, such as programs of park location, land acquisition, development, maintenance and operation and public assembly facility development; determines availability of possible park location and recommends to the Board of Supervisors and County Executive the most effective methods of financing land acquisition and development.

Determines ongoing physical and financial needs for park areas and facilities, and develops plans and programs to meet those needs; prepares detailed graphic and written plans, exhibits, descriptions and other materials to portray and explain specific phases of Regional Park and public assembly facility programs.

Develops standards and policies for land acquisition and operation of park areas and programs; negotiates and administers contracts for development and operation of park facilities, services and concessions.

Plans, organizes and initiates applications for federal, state and/or private agency grant-in-aid funds.

Directs the construction, maintenance and operation of park areas and facilities; consults with other county departments and public agencies concerning park planning, development and

operation, coordination of programs, joint use of property, and the design and construction of facilities.

Plans and directs the selection, training, supervision, and evaluation of employees. Participates as a member of various committees independently and/or when requested by the Board of Supervisors [or County Executive](#).

Confers and advises with citizen groups, advisory bodies and others concerned. with departmental programs and activities; represents the County and speaks before public bodies, groups, organizations and the public on matters pertaining to regional park programs and activities.

Knowledge And Ability

Extensive knowledge of: the principles of regional park and recreational land use location, acquisition, planning, design, development, maintenance and operation, and custodial care and general maintenance of public assembly facilities; park management practices, natural resources and park facilities necessary for the location, acquisition, development, maintenance and operation of park areas; federal and state laws and regulations relating to local parks and public assembly facilities.

Considerable knowledge of: modern personnel and financial administration, and management practices and procedures required to effectively plan, organize and direct a regional park department, including public assembly facilities.

Working knowledge of: public purchasing and requisition practices and procedures.

Ability to: plan and direct the acquisition, development, maintenance and operation of park areas; plan, direct and coordinate the work of personnel engaged in park planning, design, maintenance and operations, and custodial care and operational management of public assembly facilities; deal tactfully, convincingly and effectively with department personnel, government officials, representatives of specific interest groups, and the general public; develop and update departmental rules, regulations and policies; read and interpret construction and design drawings; effectively assemble, organize and present in written and/or oral forms, reports containing alternative solutions and recommendations regarding specific resources, plans and policies.

Minimum Qualifications

Education: Recent academic course work which directly relates to the knowledge and abilities listed. Normally, these courses would include planning, public administration, park management, forestry and/or natural resources.

Experience: Extensive professional administrative experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, five years of professional experience directing park and public assembly facilities and activities, including two years in an administrative or supervisory capacity would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

**EXECUTIVE DIRECTOR
SONOMA COUNTY COMMUNITY DEVELOPMENT COMMISSION**

Definition

Under general policy direction [of the Board of Commissioners of the Community Development Commission and the County Executive](#), plans, organizes, and directs Sonoma County's affordable housing and community development programs, federal and state grant programs associated with housing and infrastructure, and all operations of the Sonoma County Community Development Commission, Housing Authority of the County of Sonoma, and the redevelopment Housing Successor and Successor Agency; provides and directs staff services to the Commissioners of the Sonoma County Community Development Commission, Sonoma County Housing Authority, and to their advisory committees; supervises subordinate management and support staff; and performs related duties as required.

Distinguishing Characteristics

This single position class is a department head, appointed by the County ~~Administrator~~ [Executive](#), with responsibility for the administration and delivery of multiple programs and functions through subordinate managers. Extensive initiative, independent judgment, and creativity are required in formulating plans and programs, directing effective and efficient operations, resolving difficult and complex problems, and modifying plans to meet unexpected situations. The Executive Director is in a position of trust and confidence and work is performed with a maximum amount of independent judgment and initiative within broad policy objectives established by the County ~~Administrator~~ [Executive](#) and [Board of Commissioners of the](#) Sonoma County Community Development Commission.

This class is distinguished by its overall executive responsibility for all operations of the Sonoma County Community Development Commission and Sonoma County Housing Authority. The class does not have responsibilities or authority over community development programs associated with land use planning, building permits, and other programs that are overseen by Permit Sonoma.

This position is with the Sonoma County Community Development Commission, a separate entity from the County of Sonoma, and is not within the Sonoma County Civil Service System. The incumbent is appointed by [and reports to](#) the County ~~Administrator~~ [Executive](#) and ~~considered an~~ [is required to enter into an](#) "at will" ~~employee~~ [employment service agreement](#).

Typical Duties

Duties may include, but are not limited to, the following:

Directs the administration of the Sonoma County Community Development Commission and

the Sonoma County Housing Authority through planning, organizing, and directing Sonoma County's affordable housing, housing assistance, neighborhood improvements, redevelopment housing successor and successor agency, and related community development programs.

Plans, organizes, directs, and evaluates the activities of subordinate staff; interviews, selects, and trains professional and management staff; assigns and reviews work; establishes performance standards; evaluates staff performance; trains and counsels employees; takes or approves disciplinary actions; negotiates and administers agreements with consultants and contractors; ensures compliance with mandatory trainings and fosters appropriate professional development for staff and succession planning; and assesses organizational structure and takes actions to improve organizational structure and department efficiencies as needed.

Plans and recommends program and policy direction for the Sonoma County Community Development Commission and Sonoma County Housing Authority; develops or directs the development of program policies; explains, advises, and recommends action on policy matters to the Commissioners of the Sonoma County Community Development Commission and the Sonoma County Housing Authority; advises the appropriate governing body of problems and potential problems and recommends the appropriate course of action.

Consults with and solicits the cooperation of community groups and government agencies in assessing, identifying, and analyzing affordable housing, neighborhood investment, redevelopment housing successor and successor agency, and community development needs and objectives in Sonoma County; develops responsive programs to meet those needs and objectives.

Develops agreements, methods, and procedures to implement, administer and evaluate the County's affordable housing, neighborhood investment, redevelopment housing successor and successor agency, and community development programs; oversees and directs program compliance reviews, Federal and State monitoring of funding sources; ensures accurate performance outcomes and program effectiveness; develops improvement plans and strategies to enhance service delivery; reviews projects and related records; and assures program continuity and compliance with established guides.

Advises the Community Development Commission, Sonoma County Housing Authority, and the County ~~Administrator~~ Executive of any changes in state laws or regulations that will have an impact on the delivery of services including the provision of specific plans, costs, and recommendations needed to meet legal requirements.

Analyzes the impact of newly-enacted state and federal legislation on operations; addresses legislative and regulatory bodies to influence or persuade them to form supportive opinions or take actions related to advancing program goals; makes recommendations and decisions

regarding the implementation of related changes; reviews economic trends and regulatory changes to determine the impact on operations; reviews and critiques codes and ordinances; initiates studies of technical problems and recommends revisions.

Directs the preparation of an annual budget and the establishment and maintenance of accounting systems and procedures in order to effectively monitor income sources and loan portfolios, and to provide internal accounting controls; directs the monitoring of Federal and State grant funds; certifies the purchase of supplies, equipment, and services; makes recommendations regarding the purchase and sale of property; directs the development and implementation of systems to track and analyze performance measures; directs the preparation, review, and approval of fiscal, special and technical reports, justifications, and proposals.

Researches, identifies, develops, and negotiates public and private funding opportunities in support of existing programs, and to generate additional funding opportunities; submits grant applications for funding; and issues directives related to fund distribution, and policy and procedural constraints of grant requirements.

Coordinates program planning and day-to-day activities with County departments, participating planning jurisdictions, federal funding agencies, and community interest groups; stays informed on community, social, and political problems associated with housing and housing affordability, and their relevance to and impact upon programs; directs the development of a public relations program to inform the public about affordable housing, neighborhood improvements, redevelopment housing successor agency and successor agency and community development programs, goals, and objectives; provides consultation to individuals, citizen groups, business organizations, consultants and governmental agencies on all matters related to affordable housing, redevelopment, and community development projects.

Performs the statutory duties of Executive Director and Secretary of the Community Development Commission and Sonoma County Housing Authority; represents the Community Development Commission, Sonoma County Housing Authority at governmental hearings, various representative groups, in front of administrative bodies, and at public meetings.

Performs related duties as assigned.

Knowledge and Abilities

Considerable knowledge of: the current trends, theories, principles and practices related to housing, neighborhood investment, redevelopment housing successor and successor agency operations, and community development programs and related modern best practices in service delivery for these programs; administrative principles and practices, including goal setting, program development, implementation and evaluation, and the preparation of policies

and procedures; principles and practices of employee supervision including selection, work planning, organization, performance review and evaluation, and employee training and discipline; federal and state legislation, funding sources, and regulations related to affordable housing, neighborhood improvements, redevelopment housing successor and successor agency, and community development programs; Housing Authority program functions and services; principles and practices of local government housing and community development administration; principles, practices, funding sources and administrative techniques for community services and low-income housing programs; principles and practices of project management and performance measurement; fiduciary responsibilities of a lender, grant proposal writing and grant funding processes; County government organization as it relates to affordable housing successor and successor agency functions, and the relationship with the organization and functions of federal, state and municipal governments.

Ability to: plan, organize, and direct Sonoma County's affordable housing, neighborhood improvement, redevelopment housing successor and successor agency, and community development programs; identify community affordable housing neighborhood improvement, redevelopment successor and successor agency, and community development needs and objectives, and to formulate responsive plans to meet them; supervise, assign, direct and evaluate the work of personnel within the division; interpret federal, state and local rules and regulations governing the operation of county and community development programs; develop policies, agreements, methods, and procedures to implement, administer and evaluate housing and community development programs to establish accountability and to measure program effectiveness; direct the coordination of program planning and day-to-day operational activities of the Community Development Commission and the Sonoma County Housing Authority; assure financial solvency of affordable housing, redevelopment housing successor and successor agency, and community development programs; provide professional consultation and program leadership; provide clear and concise direction and supervision; effectively assemble, organize and present, in either written or oral form, the logical conclusions and make sound recommendations resulting from analysis of administrative, financial, factual or other information derived from a variety of sources; utilize sound judgment, tactfulness, persuasion and authority in the performance of duties; work under pressure, establish priorities and meet deadlines; establish and maintain effective work relationships with subordinates, County officials, representatives of other agencies, administrative personnel and the general public.

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience that would provide for the knowledge and abilities listed above. Normally, this would include academic course work equivalent to a four-year degree from an accredited college or university with major work in urban studies, urban planning, public administration, public policy, business

administration, economics, finance, or a closely related field, and five years of increasingly responsible management experience in a public agency engaged in housing rehabilitation, Public Housing Authority management, affordable housing policy/development, redevelopment, or community development. A Master's degree is desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

EXECUTIVE DIRECTOR, ECONOMIC DEVELOPMENT BOARD

Definition

Under general policy direction of the Board of Supervisors [and the County Executive](#), leads, plans, implements and coordinates the activities of the Economic Development Board to foster business, industry, and workforce growth and retention; and performs related duties as required.

Distinguishing Characteristics

This single position class serves as the department head, for the Sonoma County Economic Development Board department and is responsible for the effective and efficient management and administration of the department. Considerable independent judgment is exercised in the administration of programs which have been authorized by the Economic Development Board and the Sonoma County Board of Supervisors. Work is performed with a maximum amount of independence and trust within established policies and procedures set forth by the Board of Supervisors, the County ~~Administrator~~[Executive](#), and the Economic Development Board.

This job class considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. [The incumbent is appointed by and reports to the County Executive](#) and is [required to enter into an "at-will" ~~position~~ employment service agreement](#).

Typical Duties

Duties may include, but are not limited to the following:

Develops strategic initiatives and plans, organizes, and directs the overall activities and programs associated with the Economic Development Board department and its mission and programs; develops and implements programs and policies and related procedures that promote economic development and diversification.

Provides services to support business and industries located in the County to thrive and help navigate the complexities of operating in Sonoma County; develops directories, publications, and resources to assist companies.

Maintains inventory of economic data on the County such as population growth, demographics, income levels, labor rates, taxes, transportation and other information; develops regular reports for business and community use with relevant data and analysis.

Evaluates and analyzes data with the assistance of business and community groups such as Chambers of Commerce, developers, governmental agencies and departments, non-profits and others for input in selecting specific types of business and industries to support in the County;

coordinates events that provide for education and discussion of relevant economic issues and developments for the business and industry community.

Develops and/or administers micro loans and grants that support business and industry; seeks new grant and loan programs; establishes procedures related to financial support programs.

In partnership with the local commercial real estate community, develops promotional literature, datasheets, inventories of available industrial land and buildings, and other data for dissemination to individuals interested in developing or relocating in the County.

Develops an advertising program with the purpose of promoting Sonoma County to companies interested in relocating to the County; contacts prospects and follows-up with written correspondence and specific research on items of interest to prospects.

Confers with company executives and representatives to present information that will influence their decision for location; shows interested individuals desirable locations within the County; provides assistance to interested individuals.

Acts as Secretary to, and attends all meetings of the Economic Development Board; prepares summary documents and year-end reports to the Board of Supervisors; and keeps accurate record of all funds entrusted to and expenditures by or for the Board and the Economic Development Department.

Determines departmental budget priorities; prepares and justifies program and budget recommendations to the Economic Development Board, the County ~~Administrator~~Executive, and the Board of Supervisors; ensures that budget expenditures are properly controlled in order to continue with approved funding.

Appoints, manages, and oversees department staff; follows County best practices and employment processes; establishes and maintains employee performance standards ensures appropriate professional development and succession planning; takes actions to improve organizational structure and department efficiencies if needed.

Communicates with and speaks before civic, business and industrial groups and organizations; prepares articles for the press and other media regarding the functions and promotional activities of the Economic Development Board, coordinating with the County's communication team as needed.

Establishes and maintains effective communication and working relationships with the Board of Supervisors, County ~~Administrator~~Executive, other County department heads, subordinates, stakeholders, and key officials of state, federal, and local agencies.

Knowledge and Abilities

Considerable knowledge of: economic development principles and practices that promote economic wellbeing for businesses and the community; marketing and communications principles; community agencies and resources required to effectively assist interested businesses in starting up, expanding, locating or relocating within the County; program planning, evaluation and monitoring; research methodology and techniques, report writing, basic statistics and their application; data tools; principles of effective human resources management and supervisory techniques; principles of budget and fiscal management, and public funding.

Working knowledge of: real estate practices, land values and financing; land development and economic feasibility of development projects.

Ability to: learn and understand the Sonoma County General Plan and County and local government strategic priorities; direct research and data analysis for use by interested individuals currently located, or desiring to locate or relocate in the County; plan, organize, coordinate, supervise, and evaluate the work activities and performance of staff; identify priorities and goals, develop work plans and accountability measures to support objectives; develop and maintain effective relations and cooperation with the public, governmental agencies, private executives and representatives, departmental employees, and Board members; plan, administer and control the expenditures of funds allocated to the department; communicate clearly and to audiences of diverse backgrounds and interests, whether in oral or written form; understand and accept differences in human behavior, particularly those with diverse ethnic, cultural, and socio-economic backgrounds; exercise initiative and act with considerable independent judgment; effectively promote a program of economic development in the County; maintain effective media relations; direct or prepare comprehensive, clear written reports and oral presentations, including those containing alternative solutions and recommendations regarding specific resources, plans, and policies pertaining to economic development.

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, this would include graduation from an accredited college or university with a degree in business or public administration, economics, industrial development, urban planning, or a related field; three years of professional level experience in economic development related work; and experience supervising staff.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

GENERAL MANAGER, SONOMA COUNTY AGRICULTURAL PRESERVATION AND OPEN SPACE DISTRICT

Definition

Under general policy direction of the District Board of Directors (Board) [and the County Executive](#), plans, organizes, directs and coordinates the operations of the Sonoma County Agricultural Preservation and Open Space District; provides staff services to the Board of Directors, advisory committee and the Open Space Authority (Authority); and performs related duties as required.

Distinguishing Characteristics

This single position class is responsible for the administration of the programs of the Sonoma County Agricultural Preservation and Open Space Special District in conformance with Section 5500 of the California State Public Resources Code. The incumbent is responsible for the overall management of District business including personnel and financial administration, land acquisition and land management activities. Work is performed with a maximum amount of independence within policies and procedures set forth by the Board and Authority, and other relevant laws, ordinances and regulations.

~~This position e incumbent is an at will employee of a special district under the terms of an employment contract and is not subject to the provisions of the~~ [is with the Sonoma County Agricultural Preservation and Open Space District, a separate entity from the County of Sonoma, and is not within the Sonoma County Civil Service Ordinance System. The incumbent is appointed by and reports to the District Board of Directors and is required to enter into an "at will" employment service agreement.](#)

Typical Duties

Advises the Board and the Authority on all policy and administrative matters pertaining to District activities such as land acquisition, land development, and maintenance and operation; recommends to the Board in conjunction with the Authority, methods of financing land acquisition and development.

Develops standards for land acquisitions and plans and prepares for future acquisitions. Acts as the District agent for negotiations, appraisals, title review, and escrow. With the assistance of legal counsel prepares legal documents and reports to the Board and Authority on the status of negotiations and current land acquisition alternatives. Applies for state, federal and private funds to supplement tax resources and donations.

Meets with land owners and potential donors to obtain gifts of land. Consults with citizens groups, advisory bodies, and other governmental agencies concerned with District programs and activities; represents the District speaking before public bodies, groups, organizations and the public on matters pertaining to District programs, activities, goals and objectives. Monitors contracts with individuals and agencies for compliance with terms and conditions.

Analyzes and comments on pending legislation affecting the District; represents the Board in advocating changes in legislation.

Prepares the District's annual operating budget and reviews the proposed budget with the County Administrator, the Board and Authority; monitors and controls expenditures; certifies the purchases of supplies, equipment and services.

Manages the selection and assignment of District employees in accordance with the personnel policies of the District; plans and directs in-service training programs; manages the department's performance evaluation program.

Knowledge and Abilities

Working knowledge of: federal, state and local laws and regulations affecting the operation of Public Open Space Programs; the principles of public land use and zoning, land acquisition; real estate law; real estate appraisal; relocation assistance and tax laws relating to income and charitable contributions.

Considerable knowledge of: organization and management principles, research methodology, report writing and basic statistics, written and oral communications, personnel and financial administration; practices and procedures required to effectively plan, organize and direct an Open Space Program, including the preparation of ordinances, regulations, contracts, and grant applications, effective citizen participation, program planning and project implementation.

Ability to: effectively plan, organize, direct, coordinate, administer and supervise activities and programs of the Open Space Program and provide program leadership; analyze administrative problems and implement policies and controls; establish priorities, and meet deadlines; plan and direct the acquisition, development, and maintenance of open space areas; prepare and direct the preparation of comprehensive written reports and oral presentations including solutions and recommendations, plans and policies; assist in the development of policies, agreements, methods, and procedures to implement District programs; establish accountability, and measure program effectiveness; establish and maintain effective personal working relationships with subordinates, District Board members, advisory and authority members, public officials, organizations, and the general public; maintain effective public relations with the community and media; interpret and ensure compliance with federal, state, local and District laws, regulations, rules, guidelines, policies, and procedures.

Minimum Qualifications

General Manager, Sonoma County
Agricultural Preservation &
Open Space District

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Education: Academic course work which directly relates to the knowledge and abilities listed. A four-year college degree in planning, public administration, business administration, park management, natural resources, economics, recreation, or a closely related field is preferred.

Experience: Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, five years of management or administrative experience in governmental programs or governmental program analysis and planning, open space acquisition and management, or park management, would provide such opportunity.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

INFORMATION SYSTEMS DIRECTOR

Definition

Under general policy direction of the Board of Supervisors and the County ~~Administrator~~[Executive](#), plans, organizes, and directs the activities of the County Information Systems Department; reviews and evaluates departmental service requests and prospective levels of service; and performs related duties as required.

Distinguishing Characteristics

This single position class serves as the department head for the Information Systems Department. The incumbent is responsible for the overall administrative management of departmental personnel, financial administration, program activities, and procedural and policy issues as they relate to the operation of County information services. Work is performed with a maximum amount of independence within established policies and procedures set forth by the Board of Supervisors, the County ~~Administrator~~[Executive](#), and relevant laws, ordinances, and regulations.

This job class is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent is appointed by [and reports to](#) the County ~~Administrator~~[Executive](#) and [is required to enter into an](#) ~~considered an~~ "at will" ~~employee~~[employment service agreement](#).

Typical Duties

Duties may include, but are not limited to, the following:

Plans, organizes, directs, coordinates, controls, and evaluates the operation of the Department; delegates appropriate authority to management subordinates.

Advises the County ~~Administrator~~[Executive](#) and the Board of Supervisors on key policy and administrative matters pertaining to the Information Systems Department; recommends information processing systems, personnel, and supply requirements to accomplish effective planning, implementation, and operation of information systems throughout the County.

Advises department heads regarding the feasibility and cost-effectiveness of utilizing computer automation; recommends priorities for the use of resources.

Directs staff in the development and operation of information processing systems and applications; confers with subordinates regarding priorities and technical problems; makes final decisions regarding matters dealing with centralized and distributed computer systems.

Directs and reviews the work of staff; directs the selection, training, and performance evaluation of staff; oversees training programs for key personnel of Information Systems and user departments to ensure an effective design, implementation and utilization of information systems and information.

Directs the preparation of the Information Systems Department annual budget; determines departmental budget priorities; oversees and monitors revenues, expenditures, and use of fund balance; prepares and justifies program and budget recommendations for appropriations and staffing; administers the approved budget and controls expenditures.

Directs the preparation of the department's internal service charges to recover the cost of providing information system services, equipment and technology infrastructure replacement; establishes controls and measurement tools for the delivery of services and cost controls.

Negotiates, administers, and monitors contracts with private and public agencies providing data and information processing services for the County.

Establishes and maintains effective communication and working relationships with the Board of Supervisors, County ~~Administrator~~[Executive](#), other County department heads, subordinates, and key officials of other agencies.

Provides information and reports regarding departmental programs, policies, and activities to the Board of Supervisors, County ~~Administrator~~[Executive](#), other departments, other agencies, and the public; represents the County and speaks before public bodies, group organizations, and the general public on matters pertaining to Information Systems.

Participates as a member of various committees independently and/or where requested by the Board of Supervisors or the County ~~Administrator~~[Executive](#).

Knowledge and Abilities

Extensive knowledge of: current and developing information systems technology, information systems management, software and network management principles; the principles and methods of systems analysis and design; the current developments in the field of data and information processing; modern personnel, financial, administrative, and management practices and procedures required to effectively plan, organize and direct an organization-wide information services operation and other related operations.

Working knowledge of: public purchasing bidding, requisition practices and procedures; contract negotiations and administration.

Ability to: plan, direct and coordinate the work of personnel involved in County-wide information systems technology; deal tactfully, convincingly and effectively with department personnel, government officials, and the general public; analyze and interpret complex data; direct cost-effectiveness studies and recommend alternatives; develop and update departmental long-range plans, rules, regulations and policies; delegate and provide policy direction to management staff; select, orient, train, supervise and evaluate departmental personnel; administer and monitor the department budget; effectively assemble, organize and present in written and/or oral form, reports containing alternative solutions and recommendations regarding specific objectives, plans and policies; respond to and promote effective media relations; make presentations to elected officials; understand and accept differences in human behavior, particularly those with diverse ethnic, cultural, and socio-economic backgrounds; work under pressure.

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience that would provide the opportunity to acquire the knowledge and abilities listed. Normally, this would include academic course work in computer science, information systems management, business administration, and public administration, or a closely related field, and five years of professional management experience providing information systems services to a multi-departmental organization. Possession of a Bachelor's Degree in one of the subjects listed, or a closely related field, is highly desirable.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

PUBLIC DEFENDER

Definition

Under general policy direction of the Board of Supervisors [and the County Executive](#), plans, organizes, administers and directs a program of legal counseling and representation for persons accused of violations of criminal law, juveniles brought before the juvenile court, and persons undergoing involuntary commitment proceedings for mental illness, drug addiction, or alcoholism; and performs related duties as required by California Government Code Section 27706.

Distinguishing Characteristics

This is an executive management classification that serves as the department head of the Office of the Public Defender. The incumbent is responsible for the development, administration, and direction of the County's program for legal defense of indigent criminal defendants, and budget and personnel management for the department. All work is performed with a maximum amount of independent judgment and initiative within broad policy objectives established by the Board of Supervisors and ~~budget oversight of the County Administrator~~ [Executive](#).

This job classification is considered unclassified pursuant to the County of Sonoma Civil Service Ordinance No. 305-A, Section 5, as amended. The incumbent ~~of this position~~ is appointed by the Board of Supervisors, as provided for in California Government Code Section 27703, [reports to the County Executive](#), and is required to enter into an "at will" employment service agreement.

Essential Duties

Directs the development, planning, organization and implementation of legal services to eligible persons accused of criminal offenses or subject to certain conservatorship proceedings; establishes and applies policies related to the public defense program

Determines the operational philosophy and manages the day-to-day operations of the Office; delegates appropriate authority to management subordinates.

Interviews and selects top management staff; establishes performance standards; evaluates the performance of subordinate managers, and all staff through the management team; ensures action on disciplinary matters; develops and ensures compliance with mandatory trainings and fosters appropriate professional development for staff and succession planning; and assesses organizational structure and takes actions to improve organizational structure and department efficiencies if needed.

Consults with executive management staff and senior attorneys regarding the assignment of

individual attorneys to specific Superior, Municipal, and Juvenile Courts; personally reviews samplings of case files and transcripts of preliminary hearings in felony cases, and other materials related to incoming or continuing work load.

Consults with legal staff on the conduct of cases in progress, and gives advice and assistance as necessary; reviews selected outgoing correspondence, completed files on closed cases, reports of completed investigations, and other materials comprising finished work.

May personally appear in court as defense attorney during peak periods; reviews and evaluates summaries prepared by legal staff recommending that cases be contested in Superior Court; determines whether convictions should be appealed to higher courts.

Confers with executive management staff and subordinate senior attorneys regarding policies, procedures and activities of the department, including the review of major cases in order to determine the effect of such cases on workload; discusses the public defense program with judges, prosecutors, law enforcement officials and the public; keeps up to date on changes in statutory and decisional law, and directs the attention of the staff to changes.

Establishes and maintains effective communication and working relationships with the Board of Supervisors, County ~~Administrator~~ Executive, other County department heads, subordinates, members of the court, and key officials of state, federal and local agencies.

Advises the Board of Supervisors and the County ~~Administrator~~ Executive of any changes in state laws or regulations that will have an impact on the delivery of services; provides the Board of Supervisors and the County ~~Administrator~~ Executive with specific plans, costs, and recommendations needed to meet legal requirements.

Directs the preparation of the department budget; determines departmental budget priorities; oversees and monitors revenue and reimbursement projections; prepares and justifies program and budget recommendations for appropriations and staffing; administers the approved budget and controls expenditures.

Represents and provides information regarding departmental programs, policies, and activities to the Board of Supervisors, County ~~Administrator~~ Executive, other departments, elected officials, judges, prosecutors, law enforcement officials, other agencies, and the public.

Coordinates preparation and release to the media of information related to the programs and services of the Office of the Public Defender with the County's communications team and/or Board of Supervisors and County ~~Administrator~~ Executive; makes presentations to the public and media to promote awareness of the department's services, as needed.

Knowledge and Abilities

Extensive knowledge of: modern personnel, financial and program management processes and procedures required to effectively plan, organize and direct the Office of the Public Defender;

the duties, powers, limitations, and the authorities of the Office of the Public Defender; principles of civil and criminal laws, including death penalty cases, and the principles of trial procedure and rules of evidence; legal research methods and judicial procedures.

Thorough knowledge of: the development and administration of legal counseling and representation programs for persons qualifying for public defender services; the organization, structure, and administration of local government; principles of effective personnel management, training, and supervisory techniques; written and oral communication, including language mechanics, syntax and English composition.

Ability to: plan, organize and direct the provision of legal services to eligible persons accused of criminal offenses, and establish and apply policies related to the public defense program; delegate and provide policy direction to management staff; select, orient, train, supervise and evaluate departmental personnel; administer and monitor the department budget; effectively maintain work productivity within the Office of the Public Defender through the supervision of subordinate professional staff; direct the research, analysis and application of legal principles, facts, evidence and precedence to complex legal problems; consistently prepare and present statements of law, fact and argument clearly, logically and persuasively in written and oral form, including the most complex legal matters; establish and maintain effective working relationships with subordinate staff members, departmental representatives, county officials, members of advisory and policy-making bodies, the courts, and the general public; understand and accept differences in human behavior, particularly those with diverse ethnic, cultural, and socio-economic backgrounds; maintain effective media relations; work under pressure.

Minimum Qualifications

Education and Experience: Any combination of education, training, and experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, possession of a Juris Doctor degree or equivalent from a U.S. law school and ten years of extensive professional legal experience with emphasis upon the preparation and trial of felony cases, including three years performing supervisory functions, would provide such opportunity. Budgetary and administrative experience is highly desirable.

License: Current active membership in the California State Bar Association. Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

WATER AGENCY GENERAL MANAGER

Definition

~~Subject to determination~~ Under general ~~of~~ policy direction of the by the Board of Directors and the County ~~Administrator~~ Executive, plans, organizes, directs and coordinates all activities and functions of the Sonoma County Water Agency in relation to the management and conservation of water resources and reclamation; and performs related duties as required.

Distinguishing Characteristics

The Water Agency General Manager is the principal administrative person in overall charge of the Sonoma County Water Agency. The incumbent is in a position of trust and confidence and serves as the Agency head and appointing authority for all employees in the Sonoma County Water Agency. The Water Agency General Manager provides advice and consultation on all matters related to the requirements of the Agency and in all matters relating water, sanitation, recycling, conservation, environmental affairs and flood control.

This position is with the Sonoma County Water Agency, a separate entity from the County of Sonoma, and is not within the Sonoma County Civil Service System. The incumbent is appointed by and reports to the Board of Directors and is required to enter into an "at will" employment service agreement.

Typical Duties

Provides leadership and administrative policy direction; coordinates administration of all Agency divisions; evaluates performance of subordinate managers; conducts meetings and conferences with Agency staff; advises the Board of Supervisors regularly of water, wastewater, flood control and conservation issues.

Directs the research, analysis and formulation of the Agency budget; determines departmental budget priorities; prepares and justifies program and budget recommendations to the County ~~Administrator~~ Executive and the Board of Supervisors; ensures that budget expenditures are properly controlled.

Establishes and evaluates monitoring and evaluation systems; establishes measurable standards for reviewing the success of the plan and the new water, wastewater and flood control systems and services.

Interviews and selects top management staff; reviews and approves staff training programs; recommends changes in position classification consistent with organizational

structure; evaluates the performance of subordinate managers; approves or disapproves merit salary increases; adjusts employee grievances within limits of delegated authority, has authority to hire and discharge in the Water Agency; delegates authority and holds subordinate managers accountable for the efficient administration of their divisions or sections.

Develops a program to monitor and manage stream flows in the Russian River and consideration for all beneficial uses; ensures future water planning and modeling of water availability and usage for resource management purposes.

Negotiates contracts with other agencies for intake, treatment, storage, transmission, and resale of water.

Directs and coordinates preparation of rate schedules for the resale of water delivered to other agencies and customers; directs and coordinates preparation of rate schedules for the collection, treatment, storage and disposal of waste water, and the reuse of reclaimed water for customers served by the Agency.

Directs and coordinates the preparation and administration of the Agency budget; reviews and evaluates current programs, anticipates future needs, and formulates long-range goals of the Agency.

Consults with legal counsel concerning matters of litigation, contracts and Agency operations; monitors legislation on the state, federal and local level; directs and coordinates changes required by new legislation.

Plans and directs the selection, training, assignment, supervision, and evaluation of employees; plans and directs Agency employees in areas of financial and program management.

Coordinates planning and other activities of the Agency with those of other public agencies and various county departments.

Coordinates preparation and release to the media of information related to the programs and services of the Water Agency.

Advises the Board of Supervisors and the County ~~Administrator~~Executive of any changes in state laws or regulations that will have an impact on the delivery of water, wastewater, flood control and reclamation services; provides the Board of Supervisors and the County ~~Administrator~~Executive with specific plans, costs and recommendations needed to meet legal requirements.

Confers and advises with citizen groups, advisory bodies and others concerned with Agency programs and activities; represents the Agency and speaks before public bodies, groups, organizations and the public on matters pertaining to Agency programs and

activities; and attends conferences and seminars to keep informed of new developments and technologies.

Directs the preparation of a wide variety of plans and reports, and maintenance of Agency records and documents.

Establishes and maintains effective communication and working relationships with related County departments and key officials of state, federal and local agencies.

Knowledge and Ability

Extensive knowledge of: the principles and practices of water, wastewater and water resources management and administration; the political attitudes and concerns surrounding water and wastewater conservation, control and utilization.

Thorough knowledge of: laws, regulations and legal opinions relating to water rights, water supply and transmission activities, water quality, environmental activities, waste water and water reuse activities, and flood and drainage control activities; economics and infrastructure financing of domestic water supply and transmission systems, sanitation systems, reclamation, and flood control systems; the principles and practices of public works administration and organization including personnel and fiscal management; and working knowledge of budgetary practices and procedures; English syntax and grammar.

Ability to: plan, organize, and coordinate the activities of an agency with diverse major ongoing program responsibilities; establish and maintain harmonious working relationships with subordinates, representatives of other county departments, public agencies, private contractors, engineers, architects, and the general public; plan, organize, and coordinate the activities of a large department of highly specialized professional and technical employees; interpret, explain, and apply applicable laws, rules, regulations, ordinances, and federal, state and local legislation; prepare and direct the preparation of simple, concise comprehensive written reports and oral presentations containing alternate solutions and recommendations regarding specific resources, plans and policies; provide effective leadership in the development of new or improved procedures and policies; ability to evaluate departmental policies and procedures; define problem areas, and direct the implementation of policy decisions and practices to improve department operations; and ability to exercise initiative, ingenuity, and sound judgment in solving difficult administrative, economic, technical, and personnel problems; serve as technical advisor to public officials, boards, and the general public on water resources, sanitation, and flood control matters; analyze and review staff reports and recommendations, and to give constructive criticism; effectively interview, select, train, supervise and evaluate subordinate managers; supervise and control the expenditure of funds and resources for the Agency.

Minimum Qualifications

Education: Any combination of education and training which would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from an

accredited college or university with a bachelor's degree in public administration, business administration, engineering, environmental studies, geography, economics, physical and biological sciences, or a closely related field. A bachelor's degree in civil engineering is desirable.

Experience: Extensive administrative and management experience, which would provide an opportunity to acquire the knowledge and abilities listed. Normally, six years of professional management experience in a large public agency including water, wastewater, city or county government.

Responsibility for the development and implementation of complex public works/utility projects, programs, goals, policies, and strategies, is highly desired.

License: Possession of a valid certification of registration as a Professional Engineer issued by the State Board of Registration for Civil and Professional Engineers is desirable.

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.