



BOARD OF SUPERVISORS DISTRICT DIRECTOR

\$76,764-\$93,315/annually depending upon experience
*PLUS an additional \$7,200 annual Cash Allowance**

THE POSITION

The County of Sonoma is seeking an energetic, astute, diplomatic and dedicated individual for a District Director position for the Third Supervisorial District. The start date of this position will coincide with Third District Supervisor-elect Chris Coursey taking office in January 2021. This is an exciting opportunity for an individual with a passion for public service to work with a newly elected official in serving Sonoma County. The Third District is a community with diverse interests, needs and opportunities. As the county's most urban district, it encompasses most of central Santa Rosa, with the northern boundary in the Fountain Grove area, south to include most of Rohnert Park east of Highway 101, with Sonoma State University marking the southern end.

The District Director will support the work of Supervisor Coursey. This will include a wide array of assignments, including research of emerging policy and governmental issues, analysis of legislative trends and proposals, and extensive interaction with the public in both small and large groups to gather information, listen to constituent concerns, research issues, develop solutions, manage communications and positively represent the County. The District Director also will assist the Supervisor with analysis of the County budget, make recommendations regarding County policy and assist in prioritizing expenditures and county programs and initiatives. Daily interactions include coordinating and collaborating with County staff to problem-solve constituent requests and concerns. The District Director also supervises other District staff in an office setting that calls for close collaboration and teamwork. *(This At Will Position is exempt from the Civil Service Rules of the County of Sonoma as stated in Section 5 of Ordinance No. 305-A as amended.)*

This position requires a devotion to public service that extends beyond a "regular work day," and a willingness to travel locally to, and appear at, evening and weekend events as needed representing or providing support to the Supervisor.

THE IDEAL CANDIDATE AND QUALIFICATIONS

Qualified candidates for the position will have familiarity with the Third Supervisorial District community and the concerns and challenges facing its citizens. Additionally, they will be politically aware and interested, professional, empathetic, tactful, have excellent verbal and written communication skills, be emotionally intelligent with strong interpersonal skills and be comfortable discussing issues with diverse individuals and groups with divergent points

of view. Familiarity with the function and administrative structure of public agencies including the role of an elected board/council is highly desired.

Researching policy, process and legislative issues and responding to the public's concerns via phone, email and regular mail is an important element to the position. The ability to deal appropriately with confidential issues is expected. Strong technical (including social networking), coordination, administrative, research and analysis skills are critical for success. Conversational bilingual ability (Spanish/English) is a plus.

The ideal candidate will possess a bachelor's degree in public administration, political science, business administration, sociology or related area, community service experience and at least two years public or private sector job experience.

THE BOARD OF SUPERVISORS

Sonoma is a general law county, governed by a five-member Board of Supervisors. The Board of Supervisors enacts legislation to serve and protect Sonoma County residents and establishes general policies and priorities. The Board is fully committed to a mission and vision that value the highest quality customer service, strong leadership, engaged citizen participation and creating and preserving efficient and cost-effective government. The Board oversees the functions and activities of the many areas of county government that provide county-wide services including health and welfare programs, elections and public protection programs. The Board of Supervisors also acts as the governing body that provides municipal services to the unincorporated areas of the county such as fire protection and law enforcement, land use regulations, road maintenance, parks and lighting and water utilities.

The County has 28 departments, agencies and special districts, currently employs more than 4,000 regular employees and has an annual budget of approximately \$1.9 billion for fiscal year 2020-2021.

SONOMA COUNTY AND THE THIRD DISTRICT

Sonoma County offers a rare and compelling array of scenic, recreational and geographic characteristics including award-winning wineries, inspiring coastline and beaches, the Russian River and majestic redwoods. The County encompasses more than 1 million acres of land and water, rich with agriculture, parks, open space and nine thriving cities. Sonoma County is also home to a wide variety of high-caliber art events, music festivals and concert venues. Local schools continually rank high on California's Academic Performance Index.

The Third District is one of the youngest districts in Sonoma County, likely reflecting the younger, urban population of Santa Rosa and Rohnert Park, as well as the presence of Santa Rosa Junior College and Sonoma State University within the District. In 2019, the population of the Third District was 100,592. About 32% of residents were of Latinx origin, the median age was 35.1 years old, and the per capita income was \$32,184. About 57% of District residents have attended college with 20% possessing a Bachelor's Degree. In 2019, there were 37,742 households in the District with a median household income of \$66,029. While 30% of households earn more than \$100,000 annually, 15.9% earned less than \$25,000. Top employment sectors within the Third District include health care, retail trade, manufacturing, construction, food and hospitality, education, scientific, administrative, transportation and other services.

HOW TO APPLY

If you are interested in this outstanding opportunity, please submit your cover letter, resume and minimum of five references to Deena Thompson-Stalder by email at Deena.Thompson-Stalder@Sonoma-County.org, or fax to 707-565-3770, or mail to 575 Administration Drive Suite 116B Santa Rosa, CA 94503 by September 14, 2020.

*Cash allowance is paid per hour and equates to approximately \$600 per month/\$7,200 annually. This is in addition to competitive health, retirement, personal development, and vacation benefits. More information about the specific benefits package can be found with the job announcement at yourpath2sonomacounty.org.