



BOARD OF SUPERVISOR'S DISTRICT DIRECTOR

*\$72,360-\$87,951 starting salary DOE
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 Fifth Supervisorial District. This is an exciting opportunity to work with a progressive elected official in serving our community. The Fifth District is geographically vast – stretching from Southwest Santa Rosa north to portions of Lake Sonoma, and west through the Russian River communities, encompassing the entire Sonoma County coastline from Valley Ford to The Sea Ranch. The District is the largest unincorporated District in the county and features a community with diverse interests, needs, and opportunities.

The District Director will research emerging policy and governmental issues, analyze legislative trends and proposals, interact with the public in both small and large groups to gather information, listen to constituent concerns, research issues, develop solutions, manage communications, and represent the County positively. The District Director will also assist the Supervisor with analysis of the County budget, making 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 supervises other District staff. *(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.)*

THE IDEAL CANDIDATE AND QUALIFICATIONS

Qualified candidates for the position will have familiarity with the Fifth 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 the Board of Supervisors, local and state political issues and conditions are necessary.

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. Dealing appropriately with confidential issues is expected. Strong technical (including social networking), coordination, administrative, research and analysis skills are critical for success. Conversational bilingual language (Spanish/English) is a plus. The 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. (Flexible work schedule is provided.)

Ideally, the 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 COUNTY OF SONOMA

Sonoma County offers a rare and compelling array of scenic, recreational, and geographic characteristics – including over 200 award-winning wineries, inspiring coastline and beaches, the Russian River, and majestic redwoods. The County encompasses over one million acres of land and water, rich with agriculture, parks, campsites, lakes and open space. 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. Santa Rosa Junior College and Sonoma State University offer higher education opportunities.

Sonoma is a general law county, governed by a five-member Board of Supervisors. The County Administrator leads a team of dedicated department heads who work collaboratively to address and strategically prepare for County initiatives and challenges.

The County had an annual budget in excess of \$1.6 billion for fiscal year 2018-2019. The County's population is served by 28 departments, agencies and special districts. The County currently employs nearly 4000 regular employees.

THE 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.

HOW TO APPLY

If you are interested in this outstanding opportunity, please submit your cover letter, resume, and minimum of five references to Adriana.Call@sonoma-county.org by June 19, 2019. No phone calls to the District Office, please.

*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.