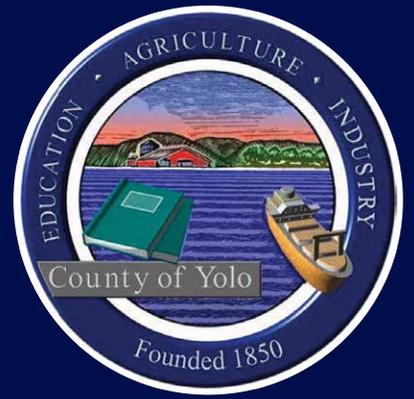


Yolo County, CA

Assistant Chief Financial Officer



Neher &
Associates®

The County of Yolo

Located in the rich agricultural regions of California's Central Valley and the Sacramento River Delta, Yolo County is bordered by the counties of Sacramento, Solano, Napa, Lake, Colusa and Sutter.

The County of Yolo is one of California's original counties and operates under General Law. The County is governed by an elected five-member Board of Supervisors who serve four-year terms. The Board in turn appoints a County Administrator who is responsible for implementing the policies of the County organization as set by the Board of Supervisors as well as providing executive management for County Departments and Agencies. The County is currently organized into 19 departments that are part of four functional areas including General Government, Health and Human Services, Law and Justice Services, and Planning and Public Works. The adopted County budget for 2013 -2014 is about \$327.74 million and allocated staff is approximately 1,300.

Yolo County was one of the original 27 counties when California became a state in 1850 and is now home to over 202,000 people. Nearly 85% of the population lives in the County's four cities: Davis, West Sacramento, Winters, and Woodland. Sacramento, the State Capitol, is located 20 miles southeast of Woodland. Its close proximity to the Sacramento International Airport, as well as two interstate highways, places Yolo County within a major transportation hub of the state. Traditionally, farming and ranching activities have played an important role in making Yolo County one of the leading agricultural producers in the nation.

There are excellent leisure-time and cultural opportunities in Yolo County and nearby Sacramento. The Woodland Opera House and Mondavi Center for the Performing Arts host a variety of high-quality events and there are several excellent amateur theater groups. For outdoor activities, there is white-water rafting along Cache Creek, bicycling on scenic country roads, and fishing and water-skiing along the Sacramento River. West Sacramento is home to the Sacramento River Cats, an AAA professional baseball team, and there are numerous locally organized sporting activities for all ages, including softball, volleyball, basketball and soccer.

The County is also home to the University of California, Davis with its 3,600-acre campus and a student population of more than 25,000. Other county education institutions include Woodland Community College and several excellent public school districts.

Details on the County of Yolo are available upon request and also at the County's website at: www.yolocounty.org Links/information on the website include: organizational structure, Board of Supervisors, County Administration, Departments, strategic plan, budget documents, etc.

The Department of Financial Services and the Assistant Chief Financial Officer

Formerly the elected Office of the Auditor-Controller/Treasurer – Tax Collector, the new Department of Financial Services is being formed as the result of the passage of Measure H which was placed on the ballot and approved by the residents of Yolo County to create a department of finance. As a result, the Yolo County Board of Supervisors directed staff to establish a new financial department by January 2015, with an appointed department head. The County's executive leadership, including the currently elected Auditor – Controller/Treasurer – Tax Collector, established the vision of the future Department of Financial Services, the preferred name of the new department. This vision was derived with the prospect that a department would be created based on best-in-class financial management systems that meets the standards established by the Government Finance Officers Association's financial management model.

Under the direction of the Chief Financial Officer (formerly the County Auditor – Controller – Tax Collector), the Assistant Chief Financial Officer assists with the overall administration and management of the Department of Financial Services; assists in the development and evaluation of overall County accounting and auditing goals, policies and procedures; performs complex financial analysis to assist the Chief Financial Officer; and acts as department head in the absence of the Chief Financial Officer. The Assistant Chief Financial Officer is an exempt, at-will classification that serves at the pleasure of the Chief Financial Officer. The Department currently has an overall allocated staff of 24 FTE's including the Chief Financial Officer, Assistant Chief Financial Officer, Chief Budget Official, and Managers for Internal Audits, Cost Accounting and Budget, and General Accounting.

Other typical duties and responsibilities of the Assistant Chief Financial Officer include:

- Assists the Chief Financial Officer in the oversight of the County's financial matters, including cost accounting, debt management and administration, budgeting, multi-year financial planning, fiscal analysis, treasury, collection of taxes and fees, procurement, general accounting and financial reporting.
- Under policy direction, administers the above functions through subordinate program managers and supervisors.
- Provides administrative and strategic support to the Chief Financial Officer with regard to oversight of the Department of Financial Services and in planning, directing, and organizing the operations of the Department.
- Supervises the development and monitoring of a long-term business plan and annual budget for the Department of Financial Services, in accordance with the County's strategic goals.





- Analyzes changes in laws, rules, and regulations affecting the Department and/or County and makes recommendations to adjust to those changes; interprets and explains laws, rules, and regulations to staff, the public, and other concerned parties.
- Develops and maintains assets used by the Department of Financial Services including computers and information systems to increase effectiveness and productivity.
- Develops and maintains a staff development program to ensure adequate skill sets for conformance with professional standards and County best practices; and to provide clear career paths for staff advancement.
- Participates in the formulation and implementation of applicable financial goals, policies and procedures, ensuring adherence to industry best practices and standards; develops, implements, evaluates, and revises work systems, work production standards and performance measures; ensures implementation and compliance with policies and procedures.
- Analyzes current County business processes and practices to ensure high quality and effectiveness; recommends and implements new processes and practices to improve efficiency; assists with the development of internal controls for countywide use.
- Represents the department in activities and meetings with other governmental entities and community groups; manages special projects and participates in countywide special projects; and confers with the administrative, fiscal, and personnel staff of the Department and other County offices.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to the field of professional accounting and financial services, and otherwise maintains contacts with professionals to facilitate exchange of information.

Issues, Challenges and Opportunities

Key issues, opportunities, and challenges that the Assistant Chief Financial Officer will be helping to address include:

- Assist the Chief Financial Officer (CFO), County Administrator and Board of Supervisors in the implementation of Measure H and the transition from the elected Office of the Auditor-Controller/Treasurer – Tax Collector to the new Department of Financial Services, and the integration of a new team.
- Work with the CFO and County Administrative Office on three major County reorganization/consolidations to be implemented in 2015: Environmental Health and Planning & Public Works; Assessor, Clerk Recorder & Elections, and Health & Human Services.

- Support the CFO and the County in affecting a shift from the previous more control/compliance model of fiscal operations to a more enabling/strategic support of the County Departments while still maintaining accountability.
- Assist in the continued development and implementation of a long-term financial plan with the Department of Financial Services, County Administrative Office and other key departments and services/programs that addresses fiscal sustainability, updates to financial policies, upgrading organizational structure (staff and systems), long-range forecasting, devising strategies to close long-term financial gaps, provide stability and follow-through during the transition to new structures including the response to Measure H, staff succession planning, and anticipating of future retirements of key personnel.

Candidate Qualifications

A typical way to obtain the requisite knowledge and experience would be:

- Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, Economics, Business Administration or a closely related field including completion of 120 semester units with a minimum of 48 semester units in accounting and related business courses. A Master's degree or higher is desirable.
- Six years of increasingly responsible professional level accounting and/or financial management experience with a minimum of two years of management experience comparable to the Yolo County class of Accounting Manager or Audit Manager.
- Possession of an active license as a Certified Public Accountant issued by the State of California Board of Accountancy is preferred.

Knowledge, Skills and Abilities

The successful candidate must have the appropriate background and experience to demonstrate significant expertise/knowledge in:

- General principles and practices of management and organizational theory including planning, organizational design, business finance, business development, project management, and organizational effectiveness including goal setting, strategic planning, objectives and procedures development and implementation; continuous quality improvement; program and budget development and implementation; and contract administration and evaluation.
- Principles and practices of effective leadership, staff selection, supervision, discipline, mentoring, training, personnel supervision, employer-employee relations, and performance measurement and improvement.

- Principles of internal controls between budget, treasury, and audit/controller as well as professional accounting standards such as generally accepted auditing standards and accounting principles, generally accepted governmental auditing standards and standards set by the governmental accounting standards board, financial accounting standards board, general accounting office and other regulatory agencies.
- Laws, ordinances and regulations influencing County fiscal operations.
- Methods and procedures of governmental budget preparation and control; cost and revenue projecting and cost allocation methods.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications.
- Communications and public relations, and have excellent verbal and written skills.
- Building and maintaining productive, cordial relationships with department heads, executive staff, Boards, local and regional partners, cities, counties, state, community groups, local agencies and the public.

The Ideal Candidate

Management Style and Personal Traits

- The ideal candidate should be confident and self assured, yet also facilitative rather than confrontational in nature, be able to work well with elected Board members, department heads, peers and staff, and provide strong, effective, energetic leadership and motivation to others.
- She/he should be able to analyze complex technical financial issues and administrative problems, evaluate alternative solutions, and adopt effective courses of action while paying attention to both immediate needs and the bigger picture.
- This person should be able to develop and implement complex accounting system procedures and modifications and interpret and apply applicable federal, state, and local laws, codes, and regulations including determining impact on accounting functions and propose solutions and procedures to accomplish key tasks and goals.
- He/she should be someone who is an active listener, supportive team builder; communicates effectively in a variety of situations; and is able to resolve conflict and negotiate effectively with others.
- This person should also be a savvy leader who embraces challenge, is accountable, thinks collaboratively and is politically astute and comfortable working in a complex public service organization.

- Finally, the selected individual must be able to maintain cooperative relationships with staff and others while also exercising discretion and maintaining confidentiality of information.

Compensation

The salary for this position is open within a current range of \$106,716 to \$129,720 annually. Placement in the range will be commensurate with qualifications and experience. The County also offers an excellent benefits package including paid vacation, administrative leave, holidays, sick, personal and executive leave, multiple medical, dental, and vision plans, disability and life insurance, a deferred compensation plan, and a CalPERS retirement plan. Details are available upon request.

How to Apply

This executive search will continue until a successful candidate is hired. It is, however, the intention of Yolo County to start screening leading candidates in July 2014, and to hold initial interviews with the most qualified candidates as early as possible. If you are interested in this outstanding opportunity, please submit a detailed resume and salary history with a letter of interest and contact information as soon as possible to:

Robert Neher, President or
Lawrence Davenport, Executive Vice President

Neher & Associates

3790 Millerton Place
Suite 100
West Sacramento, CA 95691
Telephone: (916) 443-2421
Facsimile: (916) 443-5949

Applications are preferred electronically at:
robertneher@executivesearchneher.com

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact us at the numbers above.

Resumes received will be reviewed in accordance with the criteria outlined in this brochure and candidates with the most relevant qualifications and experience will be contacted for additional discussion and screening. Leading candidates will be asked to provide a minimum of six references for potential contact. These should include at least two individuals who reported to you, two professional colleagues, and two persons to whom you reported.

Yolo County is an Equal Opportunity Employer.

