



DEPUTY COUNTY EXECUTIVE
FOR COMMUNITY SERVICES



THE COMMUNITY

Marin County is located in the hills northwest of San Francisco across the Golden Gate Bridge and is home to an engaged community of over 260,000 residents. The County enjoys a diversified economic base, including a mix of insurance, medical, pharmaceutical, technology, financial, agriculture, and retail employers. Marin is a desirable place to live and is known for its combination of rural and suburban lifestyles, entertainment and recreational activities, and mild, year-round climate. Marin's youth are supported by a strong education system and higher education is offered by Dominican University, College of Marin and several other excellent institutions in the area. Marin includes the incorporated cities of Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, and Tiburon. Marin's location in the Bay Area is ideal with commutable distances to several neighboring counties. Within the County itself, and in less than an hour's drive, residents can enjoy the majestic coastline, renowned county, state and federal parks, access to the vineyards of Napa and Sonoma Counties, and the enjoyment of all that San Francisco offers. Marin offers outdoor enthusiasts a variety of activities including hiking, mountain biking, camping, golf, horseback riding, sail boarding, surfing, fishing, boating, kayaking, canoeing, etc.

To learn more about this dynamic county, please visit the County of Marin's website at www.marincounty.gov.

THE COUNTY

With an operating budget of \$815 million (FY 24/25), the County is comprised of 22 agencies and departments with a workforce of over 2,400 positions. It is governed by the Board of Supervisors, which is made up of an elected representative from each of the five voting districts. The Board of Supervisors also appoints a County Executive Officer who is responsible for implementing Board decisions and overseeing the majority of County departments and operations. County departments focus on the Board's six priority areas: affordable housing and homelessness, climate change resiliency, disaster preparedness, racial equity, capital infrastructure, and County workforce. The County strives to uphold a set of core values: Integrity and Trust, Knowledge, Service, Communication, Innovation and Leadership. These values help to maintain and enhance public trust and help achieve high quality service outcomes. The County is committed to being a well-managed organization that utilizes the talent of its workforce and the dedication of its residents to succeed.

OFFICE OF THE COUNTY EXECUTIVE

The Board appoints a County Executive to provide for the efficient administration of the County in accordance with Board policies and applicable laws, recommend and manage the County operating and capital improvement budgets, coordinate the work of County departments, and represent the County in intergovernmental relationships. The Office of the County Executive (OCE) works to resolve interdepartmental issues and oversee the overall effective administration of county government including budgeting, human resources, and IT.

The County recently transitioned from a County Administrator to a County Executive form of government with all department heads now reporting directly to the County Executive, with the exception of the elected Sheriff-Coroner, Assessor-Recorder-County Clerk, and District Attorney as well as County Counsel. While engaged in an organizational review to meet the challenges ahead, the focus of this position may change to incorporate oversight of one or more department heads or County Executive staff or programs, among other changes to most effectively serve the community as part of the executive team.

DEPUTY COUNTY EXECUTIVE FOR COMMUNITY SERVICES

Serving the County Executive with countywide management assistance, the Deputy County Executive for Community Services has a broad range of responsibilities, focused primarily on coordinating services and strengthening relationships in unincorporated communities in Marin, including Marin city, West Marin, Tam Valley, Venetia Valley, and Marinwood. In addition, they will be able to demonstrate that they are results-oriented, skilled in a managing multiple competing timelines in a fast-paced, changing environment and highly competent in communicating complex concepts to diverse audiences.

Other duties may include the following:

- Serve as a point of contact for community members and county departments regarding community and municipal services available in unincorporated areas, including management, focus, and community engagement to ensure efficient and accessible services to residents
- Coordinate municipal issues among our local cities and towns, including those which overlap jurisdictional boundaries, such as social services, disaster preparedness, and building a racially equitable community
- Facilitate internal coordination across all County departments regarding services, grants, and innovation
- Oversee other community services such as Community Service Areas and coordination with other local government agencies on municipal services like animal control, waste disposal and recycling, and serve as a liaison to the Local Agency Formation Commission (LAFCO), etc.
- Oversee a new special projects team in the OCE's office, consisting of two strategic project managers

WORK LOCATION: This position requires primarily on-site work in San Rafael while learning department operations, but a hybrid telework/on-site schedule will be available for up to one day per week.

IDEAL CANDIDATE

The ideal candidate will be an experienced, local government leader with a strong record of strategic thinking, integrity, and professionalism working with staff, elected officials and residents and familiarity with Marin County is preferred but not required. This enthusiastic and results-oriented leader will have a solid background in budgeting, supervision of staff, and bring outstanding communication, critical thinking, and interpersonal qualities. Additionally, the ideal candidate will be:



IDEAL CANDIDATE CONTINUED

- Interested in municipal activities and services and how they impact the community
- A critical thinker with courage to pursue creative ideas, and to implement new systems for greater efficiencies and services while prioritizing policy considerations with sound judgment
- Strong in their quantitative analytical abilities, including an understanding of data analysis tools, and programs, with an ability to gain trust and deliver results while managing or balancing expectations
- Able to communicate effectively to different audiences, including elected officials and members of the public, and is collaborative both inside and outside the organization
- Highly ethical and objective, with the ability to navigate a political environment
- Able to find common sense solutions with a positive, “can do” attitude

MINIMUM QUALIFICATIONS

Any combination of experience that would provide the knowledge and abilities listed in the [class specification](#). Typically, graduation from a four-year college or university with major coursework in public or business administration, accounting, finance or a closely related field, and four years of experience for performing professional, level, administrative, budgetary, operational or organizational analysis, which includes a minimum of one year in a lead capacity.

Possession of a masters degree in Public Policy, Public or Business Administration, Finance or a related field is a plus.

COMPENSATION

SALARY The County of Marin offers an attractive compensation and benefits program. The salary range for these positions are \$199,326 – \$219,772 annually, DOQ. The competitive benefits program includes:

RETIREMENT (37 County Act): The County retirement system is authorized by the County Employees Retirement Law of 1937. This plan has a reciprocity relationship with CalPERS.

INSURANCE The county has a cafeteria-style benefits plan that allows employee to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

LEAVE ALLOWANCES The County offers generous vacation, personal, management and sick leave benefits plus 10 paid holidays.

DEFERRED COMPENSATION The County does not participate in Social Security except for a mandatory Medicare contribution. The county does offer a choice of tax deferred 457b plans to which employees may contribute in order to enhance their retirement.

For additional information about Marin County benefits, please visit <https://www.hr.marincounty.gov/our-divisions/employee-benefits-wellness>

APPLICATION & SELECTION PROCESS

To receive first consideration for this exceptional career opportunity please apply online, attach a resume and respond to supplemental questions at hr.marincounty.gov/jobs by 11:59 PM PST on **Sunday, January 26, 2025**

Application materials will be reviewed and evaluated as received and only the most qualified candidates will be invited to continue in the recruitment process.

If you have any questions regarding this recruitment, please contact:

Colleen Beck
Colleen.Beck@marincounty.gov
415.473.6185

The County of Marin is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

CONTACT INFORMATION

Department of Human Resources

3501 Civic Center Drive, Suite 415

San Rafael, CA 94903

<https://www.hr.marincounty.gov/>

Jobs 415.473.2126 T

415.473.5960 F

Jobs@marincounty.gov

