

# Napa County Recorder/County Clerk

Is seeking applicants for

## Staff Services Manager



A Tradition of Stewardship  
A Commitment to Service



### The Position

The Staff Services Manager will have direct responsibility for budget, fiscal oversight and project management for the three divisions (Assessor, Recorder–County Clerk and Elections) in this consolidated department. The position reports directly to the department head and is a key member of the manager-supervisor team consisting of eight people. The position has direct management responsibility for the recorder and clerk staff consisting of one supervisor and 10 staff (two of whom are in the assessor division) and the assessor mapping and transfer staff consisting of one supervisor and four positions.

### The Ideal Candidate Profile

- Possesses excellent oral and written communication
- Exercises initiative, ingenuity and judgment in solving problems
- Displays expertise in research, negotiation, and management of contracts and agreements
- Offers superior analytical, training and presentation skills
- Possesses skills in project planning, monitoring, and evaluation
- Has experience in planning, organizing, directing, coordination and evaluation of assigned staff services programs
- Exhibits proficiency in performing programmatic and administrative duties using independent judgment and personal initiative
- Adapts to varying work assignments and is flexible
- Capable of working independently while keeping the department head informed of progress and problems
- Welcomes a team environment and can function as either coach or quarterback as needed
- Takes responsibility for actions
- Thrives in a fast-paced quickly changing work environment

### Required Experience and Education

**Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:**

**Experience**—At least four years of increasingly responsible experience in a staff services function performing duties involving administration, management, personnel, fiscal analysis, staff development or data processing including two years of related project management, administrative and supervisory responsibility.

**Education**— A Bachelor's degree from an accredited college or university with major coursework in business/public administration, accounting, local government, system analysis, personnel or a closely related field.

### The Department

Each of the divisions (Assessor, Recorder– County Clerk and Elections) of the Napa County Assessor-Recorder-County Clerk Department is recognized statewide for being knowledgeable, innovative, cost-effective and customer service oriented. The Department emphasizes close cooperation and teamwork within and among divisions and encourages full participation by the diverse staff in planning and decision-making.



## The Napa Valley

The Valley is also home to over 130,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

Most of Napa Valley residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat with a population of 74,000, to Yountville, with 3,280 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

### Application Process

The final filing date: **8/11/2014**

Please go to: [www.napacountycareers.com](http://www.napacountycareers.com) for additional information regarding the recruitment and to access the online application materials. Please note that there are required supplemental questions that must be completed as part of the application process before the closing date of **August 11, 2014**.

Following the final filing date, applications will be screened for minimum qualifications. The review and screening of applicant's responses to the supplemental application question is scheduled to take place the week of August 11, 2014. Those most qualified applicants who pass both of the steps will be invited to participate in a oral interview tentatively scheduled for the week of **August 25, 2014**. Only the most qualified candidates will be invited to interview.



## Napa County

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district for four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for the County's operations, including day-to-day supervision of the County's appointed department heads.

The County has a General Fund budget of over \$176 million, and has enjoyed relative financial stability in recent years compared to many other agencies. The County's 1,300 employees provide services to the public through 18 departments - 5 managed by elected officials and the remainder managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, social services, public safety, elections, public health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, the County is dedicated to improving the lives of its citizens and reflecting the best of the community's values: integrity, accountability and service.

### Compensation and Benefits

**Annual salary range: \$87,256.00 - \$104,540.80**

The County also offers an outstanding benefit package that includes:

- **Vacation** - 15 - 26 days of vacation annually based upon years of service. Prior government service may be credited toward accrual.
- **Sick Leave** - 12 days earned per year.
- **Holidays** - 11 paid holidays per year.
- **Management & Personal Leave** - 80 hours of management and 19 hours of personal leave credited per fiscal year.
- **Medical Insurance** - Choice of seven CalPERS medical plans. The County makes a significant contribution toward the premium.
- **Dental Insurance** - Choice of two Delta Dental plans. County pays full premium.
- **Life Insurance** - One year's salary provided by the County with an option to purchase additional insurance.
- **Retirement** - The County participates in the California Public Employees' Retirement System (CalPERS) offering 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency), and 2% @ 62 for new members.
- **Deferred Compensation** - A choice of a 457 and/or a 401a plan with a County match.
- **EAP** - County-paid Employee Assistance Program.