



The California State Association of Counties  
is seeking a new  
**Deputy Executive Director  
of Operations and Member Services**

The California State Association of Counties (CSAC) is one of the premier public sector policy and advocacy associations in the State of California. CSAC is seeking a new Deputy Executive Director of Operations and Member Services to continue strong leadership on behalf of California counties. Reporting directly to the Executive Director, the Deputy Executive Director of Operations and Member Services will be responsible for the day-to-day operations of CSAC's administration, including finance, member services, communications and information technology. The Deputy Executive also serves as the CEO of the California Counties Foundation. Experience in county government is highly valued, but not mandatory.





## **California State Association of Counties (CSAC)**

Originally established in 1894, CSAC is governed by elected County Supervisors from California's 58 counties. CSAC collaborates with numerous affiliate county groups and provides leadership at the state and federal level on behalf of California's counties. Advocacy is a key priority for the

Association (a non-profit 501c(4)), its director and staff. Other priorities include member support and services, continuing education, and enterprise business operations through public-private partnerships. Maintenance of strong partnerships with other local government associations is also important to accomplishing the mission of CSAC.

The Association headquarters are located in a beautiful, historic building at 11th and K Streets in downtown Sacramento, a block from the State Capitol. The CSAC staff of 30 is divided among advocacy and lobbying, public affairs and member services, administrative services and entrepreneurial services through the association's Finance Corporation. The staff is professional, very capable, energetic and respected by CSAC clients and colleagues in Sacramento and across the state. CSAC also maintains an office in Washington, D.C. through its federal lobbyist partner Waterman and Associates.



California State Association of Counties®

## **A Solid Organization**

The staff capacity is strong and morale is good. Most of the staff is solidly established and in early to mid-career. Financial health of the organization is solid; revenues are diverse. The annual budget is almost \$9 million. Member dues account for approximately one-third of annual income with strong contributions from Finance Corporation revenues. (CSAC participates in a JPA with the League of California Cities and operates an innovative public finance authority.) Other entrepreneurial revenues derive from association meetings and courses, corporate partnerships, and print services enterprise.

## **Priorities and Opportunities**

Counties play a unique role in California. Unlike most other states, counties in California provide many services on behalf of the state, primarily in the area of health and human services and to a lesser extent, in the justice arena. California counties deliver more than \$30 billion in services on behalf of the state, in addition to serving in both regional and municipal government capacities, depending upon the local government services being provided. CSAC's current reputation and relationships at the state level provide a unique opportunity as California continues in an era of reform.

## **Building on Success**

CSAC wants to continue the momentum and success it has been developing over the past few years. The new Deputy Executive Director of Operations and Member Services will be expected to bring a level of enthusiasm and energy to the job that the Executive Director is accustomed to. The Association leadership understands, however, that each candidate brings his or her own distinctive personality and style to this position. What is important to the Association is a leader with a record of stable employment who will maintain CSAC's positive momentum and take the organization to the new heights that are within reach. The Executive Director expects a strong and capable leader who is team-oriented and dedicated to the mission and purpose of county government in California.

### **Governance Structure**

**Officers:** (4 members) comprised of the President, First Vice President, Second Vice President and Immediate Past President.

**Executive Committee:** (15 members) comprised of the President, First Vice President, Second Vice President and Immediate Past President; six members appointed by the Urban County Caucus; three members appointed by the Suburban County Caucus; and two members appointed by the Rural County Caucus. (A representative from the County Administrative Officers' Association and the County Counsels' Association serve as ex-officio members.)

The Executive Committee has been delegated responsibility for the governance of CSAC, along with appointment of the Executive Director.

**Board of Directors:** (62 members) comprised of one supervisor appointed by the Board of Supervisors of each of the 58 counties in California, and the four CSAC officers.



### **Board Relations Management**

The new Deputy Executive Director of Operations and Member Services will report directly to the Executive Director, but will also be expected to actively engage and support a diverse Board of Directors, Executive Committee and Officers. The ability to find common ground, to represent all interests, and to share information and access openly and equally will be important. CSAC leadership is accustomed to an open and collaborative approach and looks forward to deepening the effectiveness of its board and delivering results that matter to counties.

### **Organizational Leadership**

The new Deputy Executive Director of Operations and Member Services will be expected to build and maintain a committed and creative team-based work environment for staff. CSAC's ambitious agenda requires a capable and confident operations and communications staff.

Member engagement and development is a key responsibility for the public affairs staff whose goal is to enhance the identity and influence of California counties.

Strong financial management practices and good human resource management/interpersonal skills are important qualities for the CSAC management team.

A customer/client-focused culture of service is a core value for CSAC. The new Deputy Executive Director will be a leader at home and at ease in such a culture, and be able to strengthen those cultural values among staff.

### **California Counties Foundation**

The Deputy Executive Director of Operations and Member Services also serves as the CEO of the California Counties Foundation. The Foundation is a 501(c)(3) charitable organization with a mission to provide educational opportunities and resources exclusively for California counties. The Board meets periodically to approve administrative and policy recommendations and provide guidance to the CSAC Institute.

### **Competencies and Personal Characteristics**

The Executive Director is searching for a Deputy Executive Director of Operations and Member Services with the following characteristics:

- A strong sense of ethics, personally and professionally;
- Politically astute;
- A people-oriented leader who will maintain a collaborative, sound-working relationship with the Board, CSAC members across counties, CSAC staff, and various stakeholder groups;
- A well-rounded executive officer who is a team builder, who delegates authority and responsibility appropriately and holds the organization accountable, who is committed to developing staff to their fullest potential;
- A sense of humor;
- A broad understanding of California counties;
- Accessible to the Executive Director, Board, CSAC members and staff;
- Balances external and internal roles effectively;
- An effective listener, communicator, and negotiator;
- Decisive once input has been received and viewpoints are understood;
- Fair, unbiased, compassionate; inspires trust;
- Values diversity;
- A sense of equity;
- Positive/optimistic;
- Calm under pressure; psychologically resilient.



### **Compensation and Benefits**

CSAC provides a competitive salary along with an excellent and flexible benefits package. The salary is open and negotiable.

### **Application Process and Recruitment Schedule**

***If you are interested in this outstanding opportunity, please submit your resume to:***

***Sue Ronkowski, CSAC***

1100 K Street, Sacramento, CA 95814

Email: [sronkowski@counties.org](mailto:sronkowski@counties.org)

Phone: (916) 650 - 8101 - Fax: (916) 321 - 5047

***Filing Deadline:*** May 4, 2018

***PLEASE NOTE:*** The most successful candidates will be invited to interview with the CSAC Executive Director in the coming weeks.



California State Association of Counties<sup>®</sup>

[www.csac.counties.org](http://www.csac.counties.org)

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