

*The Monterey County
Sheriff Office*

Invites applications for the position of



Executive Director – Administrative Bureau

The County of Monterey is an EEO employer

The Position

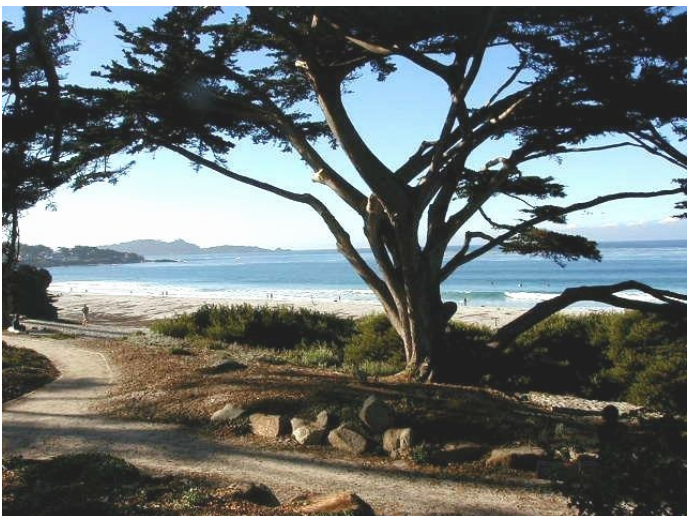
This is an Executive level position in the Sheriff's Office responsible for the administrative functions and staff of the Office. The incumbent will:

- Under administrative direction, plan, organize, direct, coordinate and evaluate the central administrative functions and staff of the Sheriff's Office, through subordinate managers and supervisors.

This position reports directly to the Sheriff and is responsible for oversight of the financial, budgetary, human resources, information systems, records management, training, property/evidence and forensics management, organizational development and general administrative functions of the department. This position leads the administrative strategic planning process as well as the policy development and issuance process. This is an at-will position serving at the pleasure of the Sheriff.

THE IDEAL CANDIDATE WILL POSSESS:

- Ability to plan, organize, direct and evaluate the work of supervisory, professional, technical, clerical and other supportive personnel; delegate work effectively.
- Knowledge of the theory, practices and techniques of budget preparation, monitoring and control.
- Successful track record of project development and completion; analyzing operational problems, and developing and implementing effective solutions; and strong oral and written communication skills.
- Ability to interpret and apply provisions of Federal, State and local legislation, rules and regulations pertinent to the administration of a criminal justice services department
- Diverse business skills, superior leadership and judgment; solid work ethic; commitment to the job and great sense of humor.
- Ability to research, apply for and manage grants.
- Ability to establish and maintain effective relationships with all levels of county employees, public officials, public and private agencies, community groups and the general public.
- Ability to manage people, projects, outcomes and expectations.



QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to qualify is graduation from an accredited college or university with a bachelor's degree in Public Administration, Organizational Development or a closely related field; and four years of increasingly responsible experience performing administrative/managerial duties, directing and overseeing complex financial, administrative and information system-related operations in a criminal justice organization.

The County of Monterey

Monterey County is located on the Pacific coast of California, famous for some of the world's most beautiful coastline, including Big Sur, California State Route 1, and 17 Mile Drive on the Monterey Peninsula. Monterey County was one of the original counties of California, created in 1850 at the time of statehood. The County seat is in Salinas, the largest municipality of Monterey County. The County derived its name from Monterey Bay. The word itself is composed of the Spanish words "monte" and "rey", which literally means "king of the mountain." The bay was named by Sebastian Vizcaino in 1602, in honor of Gaspar de Zuniga y Acevedo, Conde de Monterrey (County of Monterey), the Viceroy of New Spain. The County's economy is based largely on tourism in the coastal regions, and agriculture in the Salinas River Valley.



The Sheriff's Office



The Sheriff's Office is headed by Sheriff Scott Miller. Sheriff Miller was elected to office in November 2010 and took office on January 1, 2011. Sheriff Miller a veteran lawman and elected official — six years as police chief in Pacific Grove; 17 years in the Salinas Police Department rising from patrol officer to captain; four years as a deputy sheriff in Santa Clara County; and four years as an elected member of the Pacific Grove City Council. With a budget of approximately \$72 Million and 404 FTE's the Sheriff's Office is comprised of three major divisions: Administration, Enforcement Operations and Custody Operations. The Administration Bureau is comprised of the Fiscal Division, Human Resources, Records Division, Civil Unit, Crime Lab and Information Technology. Enforcement Operations is comprised of uniformed patrol, emergency and critical incident response, criminal Investigation, narcotics enforcement, Coroners Unit, special event management , multi-agency task forces and a range of specialized enforcement functions. Custody Operations consists of the Main Jail and the Rehabilitation Center, which houses both male and female offenders, Transportation, Court Services and the Work Alternative Program. In addition, Professional Standards and Training report directly to the Undersheriff. The Sheriff also exercises Coroner duties and responsibilities including investigating all deaths reportable to the Coroner and to determine the cause, manner and circumstances surrounding reportable deaths. The Sheriff-Coroner is an elected position per the authority of the California Government Code and Health and Safety Code.



COMPENSATION AND BENEFITS

The County of Monterey provides a competitive compensation and benefits package. Appointment will be made commensurate with qualifications. Benefits package includes the following:

- Retirement: CalPERS 2%@55; employee pays 3.57%
- Annual Leave: Up to 37 days annually after 25 years of service
- Holidays: 10 Paid holidays per year; 1 floating holiday
- Health Insurance: Is provided through a flexible benefit plan
- Life Insurance: \$50,000 Term Life Insurance
- Management Allowance: \$45.84 PER MONTH
- Professional Organization Membership: \$400.00 per year
- Professional Leave: 10 days annually (non-accrual)
- Deferred Comp: Voluntary participation



THE SELECTION PROCESS

The Executive Director-Administrative Bureau application filing is open until filled. Application materials will be reviewed as received. Assessment of the application materials will determine a group of candidates to be recommended to the Sheriff for interview and consideration for hire. As part of the assessment process applicants may be contacted to discuss specific portions of their qualifications as presented in the application materials.

NOTE: The Sheriff and the County of Monterey reserve the right, at its discretion, to limit the number of qualified candidates invited to participate in the process. The successful candidate will complete a background and credit history check.

It is recommended that the requested application materials arrive as soon as possible.

TO APPLY:

To apply, submit a detailed Resume and Interest letter to:

**Office of the Sheriff
Monterey County
Att: Jim Colangelo
1414 Natividad Road
Salinas, CA 93906**

Questions regarding this recruitment should be referred to Jim Colangelo, at (831) 755-3754 or email at ColangeloJJ@co.monterey.ca.us

