

Chief Administrative Officer

Santa Barbara County Sheriff's Office



one
COUNTY

THE
FUTURE



THE POSITION

The Chief Administrative Officer (CAO) is an executive-level Assistant Agency Leader and oversees the Support Services Branch of the Sheriff's Office. The CAO works closely with the other members of the Sheriff's executive team, including the two Chief Deputy Sheriffs whom oversee the Law Enforcement and Custody Branches, along with the Undersheriff and Sheriff.

The CAO establishes goals, objectives, and policy for the agency; coordinates activities with other functional areas; ensures the efficiency of the organization operations; assists the Office of the Sheriff in formulating and implementing policy; acts for the Department Head in the Department Head's absence on all Administrative, Fiscal, and Budget duties; and performs related duties as required. The CAO is a key leadership position within the Sheriff's Office and has primary responsibility for oversight of: Fiscal, Budget Planning, Information Technology, Human Resources, Public Safety Dispatch, Training, Criminal Records and Administration, within the Sheriff's Office.

The ideal candidate will be a dynamic leader with a reputation as a forward-thinking individual and encourages innovative thinking and planning. This position requires the ability to communicate effectively with varied audiences, a strong knowledge of the Public Safety and Law Enforcement operations, and the ability to exercise the principles of effective management. This position regularly interacts with leadership from other County departments, Board offices, and Federal, State, and local agencies on complex and sensitive issues in support of mutually beneficial objectives and goals. The CAO maintains strong professional relationships with members of the overall justice system, County Executive Office, and the public.

POSITION COMPENSATION AND BENEFITS:

\$133,548 - \$164,750 Annually

plus, an annual auto allowance.

The salary shown reflects the expected range for hire, however salary is negotiable depending on qualifications (the top of the range for salary is \$195,957).

Click [HERE](#) for Benefits information.

Examples of Duties

- Assists the Sheriff in directing the operation of the Sheriff's Office; directs operational and administrative activities in Support Services Branch of the agency.
- Responsible for budget development, managing financial operations, administration and long-range financial planning for the Sheriff's Office countywide operation -; directly supervises the Sheriff's Chief Financial Officer; oversees the preparation of financial and business reports, ensures accounting systems comply with applicable laws and regulations.
- Responsible for coordinating and prioritizing the organization's IT initiatives, planning, operation and enhancement of the technology-based systems; in specific implementing technology-based systems to meet business needs.
- Supervises Sheriff's Office administrative and law enforcement staff; participates in the selection of professional staff; establishes standards, evaluates performance, and takes disciplinary action.
- Reviews support functions to assure operational effectiveness; researches and analyzes existing or proposed legislation to determine agency or branch needs or political implications; recommends administrative policy changes to the Sheriff; develops or delegates to staff the development and implementation of policies, procedures, and programs to improve customer service, procedures and systems, and ensure compliance with technical standards and legal requirements; coordinates the development of automated systems and procedures.
- Makes presentations before the Board of Supervisors; acts as a liaison between the Sheriff's Office and other County departments; speaks to community groups, constituents, or individual members of the Board of Supervisors regarding issues affecting the agency or its activities; may make presentations to the public or media to explain the role, mission, and accomplishments of the Sheriff's Office.
- Embodies the county's values and transformative RENEW behaviors, and thrives in a fast-paced working environment.
- Advises the Sheriff and Undersheriff on agency administration and formulation of policy; develops implements, interprets and enforces policies and procedures related to law enforcement and custody services; reviews and makes recommendations related to legislation and labor Memorandums of Understanding (MOU) which would impact the activities of the agency; prepares reports concerning management problems and other administrative functions.
- Plans, directs and participates in the formulation of procedures for carrying out the work of the branches, including the organization of the sworn and professional member workforce, the training and assignment of personnel, the establishment of administrative controls and maintenance of records in conformance with the law, agency rules and regulations and standard police practices and procedures.
- Sets performance expectations; assigns and supervises work, documents performance and prepares evaluations.
- Represents the Sheriff at public and civic meetings; represents the Sheriff's Office to the public, community agencies, and other law enforcement agencies.
- Oversees the management of contracts and grants between governmental agencies as well as public and private vendors.



COUNTY GOVERNMENT

RENEW Organizational Transformation

The County embarked on the *Renew* transformation initiative in 2017 to address financial and organizational challenges and make decisions that will transform the County for success well into the future. Renew is a multi-year transformational initiative to ensure resiliency, fiscal sustainability and operational efficiency. The pandemic accelerated many of the changes proposed in the Renew effort. Those efforts include better systems and technology; improved revenues, augmented reserves, and efficient services; increased responsiveness to our clients and customers; and greater retention and attraction of quality employees. By constantly learning and improving, and exploring ways to work differently, employees are equipped to thrive in the present, adapt to tomorrow, and anticipate the future. **To learn more, click [here](#).**

The Ideal Candidate

- Strong leadership, management, and supervision skills and a commitment to professional growth of staff
- Ability to develop, support and supervise high functioning teams
- Ability to thrive in a fast-paced environment, work independently, meet deadlines, and manage multiple projects simultaneously
- Ability to problem solve and work with and through others, utilizing effective collaboration to meet goals
- Experience in utilizing data tools to inform and improve decision making
- Knowledge of the Sheriff's Office, County Government operations, state and national budgets
- Possesses strong and effective communication skills, both written and oral. Ability to effectively carry out presentations to both large and small groups.
- Experience working with elected officials at all levels of government and legislative consultants to track, evaluate, and provide input on pending legislation
- Proven ability to partner effectively with public agencies, businesses, non-profit organizations, and community stakeholders and success in effectively leading collaborative multi-stakeholder initiatives
- Experience with building or managing effective performance management systems and utilizing data for sound decision making
- Experience developing clear policies and procedures governing internal organizational operations
- Ability to conduct complex analytical studies of administrative procedures and policies.
- Knowledge of budgetary and management research methods, negotiation techniques and organizational development.
- Ability to review and analyze projects, budgets, and legislative matters and recommend appropriate action.
- Ability to understand, interpret and apply laws, regulations, policies and professional practices.

Minimum Requirements

1. Master's Degree preferably in Criminal Justice, Accounting, Finance, Business Administration, Public Administration or related field, **AND**
2. Five (5) years of professional experience in a governmental agency(s) which include overseeing staff, **OR**
3. A combination of training, education, and/or experience that is equivalent to one of the employment standards listed above and that provides the required competencies, and six (6) years of professional experience

Additional qualifications:

Excellent Communication, presentation and relationship skills.

Ability to work well with:

- Elected Officials
- Other County Departments
- Community members
- Community based organizations

Possession of a valid California Class C Driver's License

Desirable Qualifications- Experience or familiarity with the following:

- Principles and practices of governmental budgeting
- Project management and coordination
- Legislative process and bill analysis
- Research and analysis and report preparation

BACKGROUND DISQUALIFIERS:

An admission of having committed any act amounting to a felony within five years in California, or in another state which would be classified as a felony in California

- An adult felony conviction in California, or with a conviction for an offense in another state which would be classified as a felony in California
- Adult felony and/or misdemeanor conviction(s) may be disqualifying depending on type, number, severity, and how recent
- Currently on Probation or Parole
- Conviction of/or sustained petitions for any sex crime
- Recent use and/or possession of illegal drugs; Failure to reveal prior use will be disqualifying
- Unfavorable work history
- Poor credit history
- History of committing domestic violence
- Dishonesty or failure to reveal pertinent information
- Any use or possession of marijuana within one year prior to application for employment



We Value

- Accountability
- Customer Focus
- Equity & Inclusion
- Innovation
- Trust & Ethics

We Work

- Collaboratively to solve problems
- In alignment with our values
- Strategically
- By taking reasonable risks
- Using data to drive decision making

We Deliver

Exceptional services so all can enjoy a safe, healthy and prosperous life.

WE ARE
One County with One Future

Application and Selection Process

Visit www.sbcountyjobs.com to apply.

Applications must be submitted by 5:00 p.m.:

September 22, 2023

- 1. Review resumes and cover letters** to determine those applicants who meet the employment standards and select who will move forward in the selection process.
- 2. Personal History Questionnaire (PHQ):** Qualified candidates will be emailed a notice to complete a Personal History Questionnaire. Upon passing your PHQ, you will advance to the next step of the selection process.
- 3. Interview and Presentation:** Selected candidates will be invited to an interview process and may be asked to make a brief presentation. This process may be eliminated depending on the number of qualified candidates.

Reasonable Accommodations:

The County of Santa Barbara is committed to providing reasonable accommodation to applicants. Qualified individuals with disabilities who need reasonable accommodation during the application or selection process should contact the recruiter listed on the job posting. We require verification of needed accommodation from a professional source, such as a Medical Provider or a learning institution.

Commitment to Equity

BACKGROUND INVESTIGATION AND MEDICAL EVALUATION:

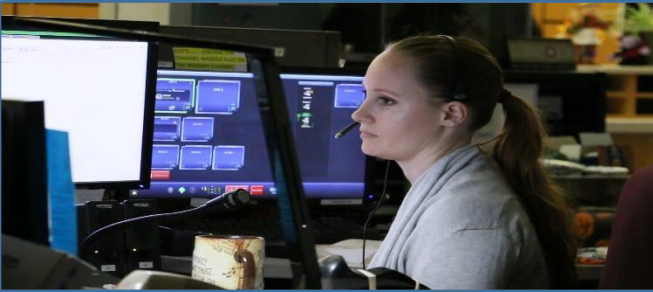
Sheriff's Office, District Attorney, Child Support Services, the Probation Department, and SBCERS conduct a background investigation. Current or excessive use of drugs, sale of drugs, serious criminal history, or deception relating to employment history may bar employment. Other departments may require an extended background check including credit history; this is at the discretion of each department

Personal History Questionnaire (PHQ). Once candidates are placed on the employment list, the Human Resources Department will email candidates a notice regarding completion of a PHQ.

If candidates pass and are in the top group, they will be sent to the hiring department for consideration. Those that are interviewed and are still being considered for a position will advance to the next step in the hiring process, which includes the following:

- **Polygraph Examination:** measures the accuracy of information disclosed on the PHQ and during the background investigation.
- **Background Investigation:** includes an interview and in-depth background investigation of arrest records, personal, military, credit, and employment history; inquiry of persons who know you and evaluate whether you respect the law and rights of others; are dependable and responsible; have demonstrated mature judgment in areas such as the use of drugs and intoxicants; are honest; and a safe driver.
- **Live Scan:** Electronic fingerprint scanning that is certified by the State Department of Justice.

All Positions: Appointees may be subject to a post-offer medical evaluation or examination. The appointee must satisfactorily complete a one-year probationary period



For questions on this recruitment, please contact
Carolyn Marceda at
CMarceda@countyofsb.org