



County of Santa Cruz

Invites you to apply for the position of

County Counsel

\$211,078 – 282,818 Annually



Beautiful Coastal Community

Mediterranean Climate

Excellent Quality of Life

Application Deadline: Friday, July 5, 2019

The Position

The County Counsel serves as the chief legal counsel for the County of Santa Cruz and reports directly to the Board of Supervisors. This position is at-will and is not subject to civil service rules, serving at the pleasure of the Board of Supervisors. County Counsel is responsible for advising and providing legal services to the Board of Supervisors and County departments. Additionally, this position is responsible for managing an office of 12 attorneys and 7 office support staff. The 2018/2019 annual budget of the County Counsel's Office is approximately \$3 million.

Primary Duties:

- Attend all meetings of the Board of Supervisors
- Manage the County Counsel's office and budget
- Litigate civil actions on behalf of the County
- Manage all County litigation
- Provide a full range of legal services to County departments including the preparation of County ordinances, draft local laws, resolutions, contracts, and review claims against the County
- Manage liability prevention programs and activities
- Provide advice to County commissions, committees and advisory groups
- Review legislation for County impact
- Provide legal opinions on all matters affecting County government
- Oversee the Criminal Defense Conflicts Program



Ideal Candidate Profile

- Strong municipal law background
- Develops respectful and collaborative relationships
- Thoughtful and trusted decision maker who considers varying perspectives
- Strong political acumen

The County and Community of Santa Cruz

Santa Cruz County Government has a workforce of approximately 2,500 employees in 21 departments and a 2018-2019 annual budget of approximately \$689 million.

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to **live**, **work**, and **play**!

Qualifications

Extensive experience in the field of municipal law particularly related to:

- Governmental operations
- Land use
- Employment law
- Complex civil litigation
- Administrative law
- State, federal and local laws
- Regulations affecting public agency operations
- Office and budget management



Special Requirements

Applicants must possess an active State Bar of California license.

Supplemental Questionnaire

Please respond to the following questions using no more than one page per question.

1. Describe your experience related to areas of municipal law (i.e., land use, civil and criminal justice, health and human services) and general government (i.e., auditor, tax collector, personnel, information services). Include the number of staff you have managed in the various roles and the budget size.
2. Describe a creative and innovative management practice or program you have introduced to the workplace. Be sure to include the outcome of your efforts.
3. Describe a legal matter that was controversial and required you to gain support in implementing your advice.

The Application Process

Candidates must submit a County application and supplemental questionnaire. The completed application packet must be received online at www.santacruzcountyjobs.com before midnight or received in the Personnel Department, 701 Ocean Street, Rm. 510, Santa Cruz, CA 95060 by 5:00 p.m. on **Friday, July 5, 2019**. For more information please call Employment Services Manager Nisha Patel at (831) 454-2600. Hearing Impaired TDD/TTY: 711. If you have a disability that would require an accommodation please call (831) 454-2600.

Tentative Schedule

Application Deadline:	Friday, July 5, 2019
Review of Qualifications:	Week of July 8, 2019
Anticipated Advisory Panel / Selection Interviews:	September 2019
Anticipated Appointment:	January 2020

Compensation & Benefit Offerings

Wages

The salary noted includes a 2.75% COLA scheduled for September 2019.

Medical, Dental, and Vision

Various robust plans are available with the County contributing generously toward the total cost of the plans.

Retirement and Social Security

Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

Life Insurance and Long-Term Disability Plan

County-paid \$100,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 ²/₃% of the first \$13,500, up to \$9,000 per month maximum benefits.

Administrative Leave

In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as paid time off.



Note: Provisions of this bulletin do not constitute an expressed or implied contract.

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