



Director, Consumer and Environmental Protection Agency



THE COUNTY OF SANTA CLARA

Located at the southern end of the San Francisco Bay Area, Santa Clara County is the most populous county in the Bay Area region, and one of the most affluent counties in the country. The fertile Santa Clara Valley runs the entire length of the County from north to south, ringed by the rolling hills of the Diablo Range on the east, and the Santa Cruz Mountains on the west. The County is a major employment center for the region, providing more than a quarter of all jobs in the Bay Area. Known as "Silicon Valley," Santa Clara County is headquarters for such companies as Apple, Facebook, Sun Microsystems, Hewlett Packard, Google, Yahoo, eBay, Intel, and many others. Rich in ethnic and cultural diversity, the County's population of over 1.75 million enjoys a temperate climate year-round due to the area's geography and proximity to the Pacific Ocean. With access to all of the San Francisco Bay Area attractions, the County has long been considered one of the most attractive areas to live and work. The County is home to three major universities - Stanford University, Santa Clara University, and San Jose State University - as well as excellent community colleges. The County seat is located in San Jose, and residents are served by the Norman Y. Mineta San Jose International Airport. The County is governed by the five-member Board of Supervisors who are elected by District to four-year terms. Santa Clara County voters also elect the District Attorney, Sheriff, and Assessor. The Board convenes in regular sessions to set policy for County departments. The County operates under a "charter" form of government approved by voters in 1951 and most recently revised in February 2021.

To learn more about the County of Santa Clara, go to: <https://home.sccgov.org/home>

THE DEPARTMENT

The Consumer and Environmental Protection Agency (CEPA) enforces State and local laws and ordinances related to pesticide use, agriculture production, equity in the marketplace, animals, weed abatement, recycling and waste diversion, and environmental protection of area waterways.

Divisions include: Department of Agriculture, Weights & Measures, Animal Services including Animal Control, Clean Water, Recycling & Waste Reduction, Vector Control, and Weed Abatement.

To learn more about the County of Santa Clara's Consumer and Environmental Protection Agency, go to: <https://cepa.sccgov.org/home>

THE POSITION

The Director, CEPA manages and directs the functions and staff of the County's Agriculture, Weights and Measures, Animal Services, Recycling & Waste Reduction, Vector Control District, Household Hazardous Waste, Clean Water, University of California Cooperative Extension, and Weed Abatement divisions and related programs.

This is an exciting opportunity to work with experienced and motivated teams, and highly skilled employees. The experienced and versatile Director will oversee a total staff of approximately 140 FTEs and a current budget of \$36 million.

Duties and Responsibilities include, but are not limited to the following:

- Plan, organize, direct, manage, and evaluate the programs, staff, and functions of the Consumer and Environmental Protection Agency.
- Direct the administration of the County's Vector Control District.
- Oversee the administration of enforcement of various State and local laws and ordinances related to agricultural production, invasive pests, preservation of agricultural production, equity in the marketplace, animals, pesticide use, watershed protection, hazardous vegetation, recycling and waste management, and public health and welfare.
- Oversee the administration of services to prevent the introduction, establishment, and spread of destructive insects, plant diseases, and weeds.
- Oversee the administration of State mandated testing/inspection/certification of commercial weighing, measuring, and counting devices.
- Conduct review and analysis of proposed legislation and participate in the formulation of legislative policy.
- Oversee field and Animal Services Center services, with contracted cities and unincorporated County, to protect the public from diseased and vicious animals; to provide adoption services for homeless animals at our new first-in-class facility; and to provide support to keep community pets with owners.



- Oversee the administration of services to identify, inspect, and abate hazardous vegetation on private property for contracted cities and unincorporated County in cooperation with the Fire Marshal's Office.
- Oversee State-mandated development and periodic review of the Countywide Integrated Waste Management Plan, and specified data collection, studies, coordination, promotion, and reporting.
- Oversee the administration of solid waste collection services in the unincorporated areas of the County to ensure compliance with State mandates and meets customer needs and household hazardous waste collection services Countywide.
- Coordinate services with other jurisdictions, County agencies, and community groups.
- Represent the Agency before Board Commissions, Board of Supervisors, and outside organizations.
- Participate in the Planning Section at the County's Emergency Operations Center and support the County's disaster planning initiatives.
- Direct the development, preparation, and implementation of the Agency budget, including the review and analysis of division budget requests, development of justification for budget proposals, and the management of expenditures and revenues.
- May be assigned Disaster Service Worker duties as required.
- Perform related duties as assigned.

THE IDEAL CANDIDATE

The elected and administrative leadership generally supports initiatives that enable the County to be a programmatic leader at a state or national level, as well as new, improved approaches to serving community needs. Therefore, the ideal candidate will have a strategic-focus, be a problem-solver, and recognize the interconnectedness of the work to broader policy goals like reducing our carbon footprint; the ideal candidate will be a willing collaborator with partner departments and other stakeholders, a dynamic leader able to energize staff and stakeholders on policy development, and eager to improve processes and procedures that enhance its service and support to residents and customers.

Excellent interpersonal skills and political acumen are necessary to build trust, support, and positive working relationships with staff, County leadership, and the community. The successful candidate will have a track record of maintaining a high performing, team-oriented working environment in a public sector organization with a unionized work force. The ideal candidate will have high integrity, possess a passion for public service and serving communities at all levels and demographics, and be an innovator from within, someone who recognizes this opportunity to establish new initiatives and ensure the long-term success of the agency.



KEY ATTRIBUTES AND CHARACTERISTICS

- Politically astute, forward-thinking, resourceful, and an excellent staff manager who is able and willing to listen to and work collaboratively with executive management, staff, and a progressive Board of Supervisors to affect positive social change and sustainable development.
- A charismatic leader with a comfort level presenting to and interacting with business leaders, community groups, and residents in an engaging manner. A listener.
- Excellent written and verbal communication and interpersonal skills, able to command confidence and respect while negotiating through complex issues and challenges.
- An effective manager of projects and people. A team builder and collaborator that exhibits leadership and a positive presence while building and maintaining effective relationships with a diverse staff and community population.
- Financial acumen to administer and identify budget problems and devise procedural change and resolution.
- Principles and practices of administration, budget management, and supervision necessary to direct and oversee programs.
- Knowledge of federal, state, and local ordinances, laws, environmental health, building and developmental codes and compliance.
- A clear understanding of the balance between enforcement of regulations and providing resolution and service options to bring positive outcomes to issues and potential problems.

QUALIFICATIONS

The required knowledge and abilities would typically be acquired through education and experience equivalent to:

- Bachelor's degree in Public or Business Administration, or a related field.
- Three (3) years of experience in private or public employment in a responsible administrative or management position.
- A work history that includes the planning and execution of work programs or administrative operations, the budgeting of expenditures and the coordination of varied activities in directing and managing complex resource management operations, functions, and staff.

COMPENSATION AND BENEFITS

The salary range for this position is \$188,601.81 - \$242,015.14. Salary is dependent upon qualifications and experience.

The County provides a generous Executive Management benefit package that includes:

- Santa Clara County employees are members of the California Public Employee Retirement system (CalPERS).
- Health Insurance: Three health plans available: Kaiser, HealthNet, or County of Santa Clara's very own Valley Health Plan.
- Administrative Leave: In lieu of personal leave, education leave, bereavement leave, etc.
- Dental Insurance: Delta or Liberty Dental.
- Vision Insurance: VSP Plan with both single and family premiums provided.
- \$200,000 Double Indemnity Term Life Insurance coverage paid by the County.
- Annual Leave: 36 days per fiscal year/13 paid holidays per calendar year.
- Annual Leave Cash-Out Program.
- Deferred Compensation Program available.
- Relocation Assistance available.

Additional information about benefits can be found on the County website: https://employeeservices.sccgov.org/sites/g/files/exjcpb531/files/Documents/Executive%20Benefits%20Package%20Brochure_4.pdf

APPLICATION PROCESS

The final filing date is Monday, May 23, 2022.

To be considered for this exceptional career opportunity, please submit your cover letter, resume, and five work-related references (who will not be contacted in the early stages of the recruitment). Resumes should reflect years and months of employment, positions held, as well as size of staff you have managed.

Forward to: <https://koffassociates.com/director-cepa/>

For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the County. The County will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.



The County of Santa Clara is an Equal Opportunity Employer and values diversity at all levels of the organization.