

Welcome to  
**SOLANO COUNTY**  
California



We Are Now Accepting  
Applications For The Role Of

**ASSISTANT COUNTY  
ADMINISTRATOR**





## WELCOME TO SOLANO COUNTY

Solano County embodies a mix of rural and suburban lifestyles; rolling hillsides, waterfronts and fertile farmland; numerous local and internationally known businesses; and Travis Air Force Base. As home of a culturally diverse population (approximately 450,000 residents), County residents and visitors alike enjoy the attributes of the Cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, and Vallejo; year round outdoor recreational activities like fishing, boating, water skiing, hiking and biking in numerous parks, nature centers, and watersheds;

large areas of open space; and close proximity to the San Francisco Bay area, Lake Tahoe region and the Napa and Sonoma Valleys. Solano County's mild climate, open space, proximity to lakes, rivers and mountains, makes the County an exceptional community to live, learn, work and play.

Ongoing and potential development, land use, and transportation projects present the County with important decisions, a significant regional role, and unique opportunities. This, coupled with its strategic location, affordable housing, rich natural and human resources, and a strong history of responsible land use planning, makes Solano County well-positioned for a vibrant future.

## THE ORGANIZATION

Solano County is a general law county. The County is led by a well-functioning, collaborative, thoughtful and multi-generational 5 member Board of Supervisors elected by District. In addition, the County Department leaders include 5 elected officials in the positions of Auditor-Controller, District Attorney, Assessor/Recorder, Sheriff/Coroner and Treasurer/Tax Collector/County Clerk; and the County Counsel and County Administrator who are appointed by the Board of Supervisors.

The County Administrator's Office oversees County operations and services provided through the appointment of 19 administrators, plus the operations under various elected officials who collectively are responsible for: General Government and Support Services (including a general aviation airport, Auditor-Controller, Board of Supervisors, County Administrator, General Services, Human Resources, and Risk Management), Capital Projects, Public Protection (including Animal Care Services, Child Support Services, District Attorney, and Sheriff), Public Ways (e.g., Public Works), Health and Public Assistance (including Health and Social Services, In-Home Supportive Services, and Veterans Services), Education (e.g., Library), Contingencies, and Special Districts. The County has a fiscal year 2025/2026 budget of \$1.64 billion comprising a General Fund budget of \$416 million and \$41 million Capital Improvement Fund budget. Permanent countywide staff is approximately 3,300 full-time equivalent employees.

For additional information on Solano County, please visit  
[www.SolanoCounty.gov](http://www.SolanoCounty.gov).



## THE POSITION

Solano County is an organization that is dedicated and driven to effectively, responsibly and efficiently serve the public with programs and resources not provided by cities within the County. In support of County constituents and working as a managerial support to the County Administrator, the Assistant County Administrator will work to develop objectives, a strategic plan, short- and long-range workplans, and milestones to measure, guide and progress the delivery of services. An effective Assistant County Administrator will, in turn, have vision for recognizing, anticipating and facilitating opportunities; foresight for navigating through current and future challenges and obstacles; experience managing and overseeing a large, complex, and diverse organization; and skills for implementing and tracking measurable goals to monitor progress.



## IDEAL CANDIDATE

As an Assistant County Administrator, the ideal candidate will have the chance to roll up their sleeves and play an integral part in shaping the county's future through strategic oversight, financial stewardship, and community-focused development. This role offers a unique opportunity to lead in a collaborative, hands-on environment, working closely with a dedicated team to solve some of the most pressing challenges facing the County. The Assistant County Administrator will be at the forefront in helping guide budget decisions, secure grants, and ensure compliance with state and federal funding requirements. Expertise in land use, labor relations, and interagency collaboration will allow you to have a direct impact on policies and decisions that shape the County's future.

The Assistant County Administrator role requires a unique combination of strategic vision, operational expertise, and a deep commitment to public service, offering an exciting opportunity for someone eager to contribute to both day-to-day operations and long-term county growth for a more resilient community. The Assistant County Administrator may be called on to take action, especially during critical emergencies, where your ability to remain calm under pressure and your experience in multi-agency coordination will make a tangible difference in the community's well-being.

This position offers a stable, impactful career path for those who are ready to step into a leadership role, with the chance to work in a fast-paced, evolving environment where your skills and dedication will truly matter. If you are passionate about public service, thrive in dynamic environments, and want to be at the center of both strategic planning and leadership, this role offers the ideal platform to lead, serve, and make a difference, and we encourage you to apply.



## QUALIFICATIONS

### Education/Training:

Candidates must possess a Bachelor's degree with a major in public administration, business administration or closely related field.

A Master's degree is desirable.

### Experience:

The preferred candidate has experience working with elected officials in a large organization, county and/or city of comparable size and complexity.

Knowledge and experience with legislation, laws, regulations and requirements governing municipalities in the state of California is desirable.

Experience should include managing or assisting in the management of the operations of a large organization, overseeing the analysis and management of budget and finance programs, and coordinating varied programs, services, and activities.



## KEY SKILLS

- Building and maintaining professional relationships, trustworthiness, and credibility with stakeholders and municipal leaders.
- Working to create an organizational work plan with measurable goals and outcomes.
- Demonstrating a calm and patient demeanor for motivating and inspiring others, as well as empowering and mentoring others to succeed.
- Being emotionally intelligent, politically savvy, apolitical, and a "people person".
- Maintaining an open door policy and being accessible.
- Demonstrated ability to provide leadership and build strong collaborative relationships with cities and other governmental partners.
- Creating and maintaining an organizational culture that values and is informed by input and feedback.



## BENEFITS

**Salary** - Salary for this position is up to \$307, 924.68. The salary will be determined based on the experience and qualifications that you bring to Solano County.

The current benefits include:

**Retirement:** The County participates in CalPERS. The retirement formula for Classic members is 2% @ 60 formula with a 7% employee contribution. New members PERS 2% @ 62 with an employee contribution of 7.5%.

**Medical Insurance:** CalPERS health program paid by the County up to \$2,431.23/month in 2026 plus \$50/month toward a cafeteria plan for coverage of 3 or more people through 10/28/28. \*\*Employees who elect Employee Only coverage, will receive no more than \$334.58 per month as cash back. Employees who are eligible to Waive coverage will receive no more than \$338.00 per month as cash back.

**Dental & Vision Insurance:** Paid by County.

**Life Insurance:** Paid by County.

**Health Savings Plan:** The County offers a personal retirement health savings plan.

**Deferred Compensation Plans:** County provides a dollar-for-dollar per pay period match up to \$75 into a 457(b) plan. 401(a) plan is also available.

**Holidays:** 12 days paid holidays plus 2 partial-fixed paid holidays and 2 floating holiday per year.

**Vacation:** Four (4) weeks annually; Employees may cash out up to 80 hours annually.

**Sick Leave:** Accrued at 3.7 hours per pay period.

**Administrative Leave:** 80 hours annually.

**Continuous Service Benefit:** An additional 2.5% earnings, per level, upon completion of continuous service at 10, 15, 20, 25, 30, and 35 years of service with credit for prior years of service employed with CA cities, counties, joint power authorities, and other special districts.

**Allowances:** County offers a variety of allowances including up to \$6,000 toward relocation, \$200/biweekly auto allowance and \$75 biweekly business expense allowance and \$150/month cell phone allowance.

Recruiting Services Provided By



## APPLICATION PROCESS

OPEN UNTIL FILLED | APPLY IMMEDIATELY

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to: [apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).

Should you have any questions regarding this position or the recruitment process, please contact Joe Gorton at 707-628-6846.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the County Administrator. Appointment is subject to completion of thorough background and reference checks.

Interested parties are encouraged to apply immediately as this recruitment may close at any time without notice.

**APPLY TODAY AND BE A PART OF AN AMAZING TEAM!**

