



Association of California Cities  
Orange County

- Education
- Policy
- Advocacy



*invites applications for the position of*  
**EXECUTIVE DIRECTOR**

## WHO WE ARE

The Association of California Cities – Orange County (ACC-OC) represents the interests of Orange County cities on regional public policy issues. The Association believes in education that empowers, policy development that is collaborative, and advocacy that is service orientated. The ACC-OC membership base consists of the cities of Orange County, dozens of local government special districts, businesses, non-profits and higher education institutions. Currently, ACC-OC has 21 member cities. The Association is governed by a Board of Directors and operates as a 501c3.

The organization was established in 2011 under the philosophy that Orange County cities need to have a collaborative voice on public policy issues impacting the community. ACC-OC believes in the process of facilitating dialogue that allows multiple stakeholders to develop solutions and solve problems that improve the quality of life for Orange County residents, while preserving the character and values of individual communities. This is evident through the work of the Association, which includes public employee public employer pension stabilization, homelessness, housing and economic development, and residential recovery reform – issues that transcend all thirty-four Orange County cities. ACC-OC not only provides a place to come together to solve problems and work collaboratively, but also offers a mechanism that supports regional efforts that create financial and operational efficiencies.

ACC-OC represents the interests of all Orange County cities through its advocacy and education efforts. The Board of Directors understands that good public policy is the product of collaboration with all stakeholders. That is why we welcome a variety of members from the non-profit, intra-governmental and business communities.

## THE POSITION

The position of Executive Director is the key management position at the Association of California Cities – Orange County. Under the policy direction of the Executive Board and the Board of Directors, The Executive Director is responsible for overseeing the staff and contractors and handling administrative functions including budget, programs, strategic planning, member recruitment and retention, human resources, policy, education, and legislative and advocacy activities of the association. Additionally, the Executive Director is the primary staff spokesperson and advocate for the organization and is always keeping an eye out for significant issues and opportunities.

This position reports to the Executive Board and the full Board of Directors and currently oversees two part time staff members and two contract employees. This position frequently interacts with elected officials and top staff members at member and non-member cities, the County of Orange, Orange County's state and federal legislators and their staffs, the news media, contractors and other stakeholders. As such, the position requires excellent people skills, good judgment, a strong respect for the roles of elected officials, city managers, and staff.



# QUALIFICATIONS

**EXPERIENCE:** Five to seven (5 to 7) years of increasing senior management level responsibility involving a non-profit or a municipality, or a related organization requiring similar skills. At least one year's experience in reporting directly to a governing board, city council, or similar. Applicants must demonstrate experience and knowledge of board governance principles and procedures.

**EDUCATION:** A Bachelor's Degree in public policy, public management, management, business administration, political science or a similar field is desirable. A Master's Degree is preferred but not required.

# DUTIES

*Essential responsibilities and duties may include, but are not limited to, the following:*

- **Service to the Organization and Its Mission:** The Executive Director works with the ACC-OC Board and staff to ensure that the Association's mission and long-term plans is/are fulfilled through Advocacy, Education, Training, Communication and Outreach, and Programming; and The Executive Director is responsible for the reputational protection and enhancement of the Association's image by, when directed by the Board, being active and visible in the community and by working closely with other professional, civic and private organizations.
- **Service to the Board of Directors:** Ensure that the Board of Directors is aware of and briefed on all matters of importance to the Organization and Board; ensure that Board meetings are scheduled and held regularly, that Board packets are complete and thoroughly address each item before the board, that attendance is verified as to a quorum, that Board members' questions are answered during Board meetings when possible (and answers are provided later if not possible); and Ensure that the Executive Director's actions always are cognizant of and respectful of the Board's positions and policies, so as to not advocate for policy positions or concepts that are not approved by the Board or not consistent with the Board's approach.
- **Association Administrative Duties:** The Executive Director is responsible for the administration of payroll, ensuring that bills are paid and current, that financial documents accurately state the fiscal picture of the Association and are compliant with policy and presented to the Board, reviewing such financial documents for anomalies and other issues that speak to the organization's fiscal situation; and The Executive Director may perform other administrative duties as assigned by the Board or as the Executive Director identifies in their management of the Association.
- **Management of Association's Programs:** The Executive Director shall be the primary person responsible for achieving the goals and priorities of the Association through its programs. The Executive Director shall perform other duties as may be assigned by the Board or necessary to the Association in regards to policies or programs.
- **Special Tasks and those Tasks Not Otherwise Described:** The Executive Director may be called to represent the ACC-OC at public events, hearings, or to other organizations and/ or to attend City Council and other agency public meetings as needed or as necessary; and The Executive Director is expected to perform other duties as assigned by the Board of Directors or as necessitated by Association events.



## IDEAL CANDIDATE

The ideal candidate will be a strategic visionary with an innovative mindset who can take a creative approach to solving problems and managing the long term goals of the Association. Ideally, the right candidate will have a proven track record of delivering results.

The successful candidate will be a diplomatic, yet strong leader. They will be able to collaborate effectively with the Board of Directors, will stand behind their decisions, and be transparent and thorough in their communications. Responsiveness to staff, Board of Directors, and other stakeholders is key.

The Executive Director will use a careful approach in engaging in challenging policy issues in a non-partisan manner, while at the same time still upholding the principles of limited government and the essential nature of a city's ability to maintain local control, which is the central issue that compelled the founding of the ACC-OC.

As ACC-OC continues its upward trajectory, a passionate leader is needed to help the Association realize its full potential. The future Executive Director will value all the Association has to offer, recognize needs of improvement, and take decisive action to meet the goals of the Board of Directors. A collaborative, experienced, and ethical leader will excel in this role.

## APPLICATION AND SELECTION 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).



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

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 and final interviews with the Executive Committee. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

## COMPENSATION

**LOCATION:** The ACC-OC's office is in Orange County, California, subject to change as the office lease may transition to another location or work style.

**WORK SCHEDULE:** ACC-OC's normal business hours are generally Monday – Friday 8:00 a.m. to 5 p.m. The position of Executive Director requires a flexible schedule, with working hours varying Attendance at some evening meetings and attendance at non-working hour events is usually required. Alternating Fridays are off, although the Executive Director is likely to always be on call or called upon to respond to inquiries, situations, or challenges at any time.

**SALARY RANGE:** \$100,000 to \$135,000 per year with room for growth. Specific work hours for this position are understandably flexible given early and late meetings and events as well as advocacy trips, and are subject to change from time to time based on direction from the Board of Directors.

