



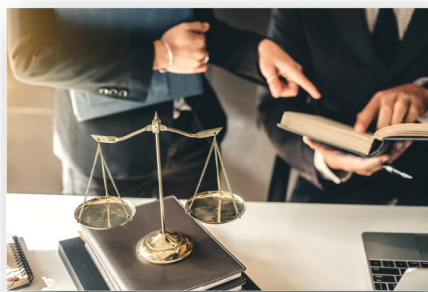
County Counsel
GLENN COUNTY, CALIFORNIA
\$176,758- \$214,843 ANNUALLY



ABOUT THE COUNTY!

Glenn County was incorporated on March 5, 1891. The County seat, Willows was founded March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County's economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.



Glenn County offers unlimited recreational opportunities including hiking, camping, fishing, golfing, waterfowl, and game hunting. The Sacramento River extends along the eastern boundary in a north-south direction and is one of the largest salmon spawning rivers in the world. Glenn County has 933.41 miles of maintained roads. Of those, approximately 30 miles are within the City of Willows and 41 miles in the City of Orland.

There are three State highways and one interstate route which run through Glenn County: Interstate 5 and State Highways 162, 45, and 32. The County owns and maintains approximately 30 buildings and has about 331 acres of vacant land. Additionally, the County owns and operates two general aviation airports and a Class III solid-waste facility and transfer station.

The cities of Orland and Willows are the only two incorporated cities within Glenn County. These cities contain approximately one-half of the County population. There are several smaller unincorporated communities throughout the County (Hamilton City, Ord Bend, Artois, Elk Creek, Butte City, Bayliss, Afton, Codora, and Glenn).

THE ORGANIZATION

There are approximately 475 full-time equivalent employees and a

total annual budget of over \$225 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.

THE POSTION

The County Counsel position, under direction of the Board of Supervisors, serves as principle legal counsel to the County of Glenn; plans, organizes, directs and reviews the functions and activities for the County Counsel's Office including advising County departments and employees on legal issues and representing those departments and employees in litigation; establish, monitor, evaluate and revise the office's goals, objectives, policies, and procedures; coordinate assigned activities with other County departments and outside agencies; and perform other duties as assigned.



THE IDEAL CANDIDATE

The ideal candidate will have experience in executive leadership within the legal community. They will have provided legal representation and counsel to a California county or city (preferably in a senior journey level deputy county counsel or deputy city attorney capacity) for at least five years. The ideal candidate will have a strong public service orientation and confidently serve as legal counsel for the County of Glenn. They will have excellent verbal and written communications skills and the ability to identify problems, research and develop solutions and effectively communicate determinations to different levels of government authorities. They will have substantial government law experience and the ability to thrive in fast-paced settings involving the swift adjustment of priorities. Teamwork and the ability to manage diverse personalities are essential qualities.

Additionally, the successful candidate will:



- Act for the Board of Supervisors on delegated administrative and legislative details and make recommendations for action to the Board.
- Possess the ability to interpret and make decisions in accordance with laws, regulations and policies.
- Act as attorney for the county, county agencies, county officers, and county employees in civil actions initiated by or brought against these entities or persons when acting as or on behalf of the county.



- Make decisions concerning the advisability to prosecute, compromise or dismiss civil litigation.
- Preserve the knowledge of current principles and practices of public law.
- Study, analyze, interpret and apply laws, court decisions, ordinances and other legal authorities in order to advise County officers, department heads and political subdivisions on legal matters.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Develop, plan and implement office goals and objectives; recommend and administer policies and procedures.

- Maintain knowledge of legal principles and practices, including civil, criminal, constitutional and administrative law and procedure.
- Perform related duties as required.

EXPERIENCE/ EDUCATION REQUIREMENTS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum of five (5) years of increasingly responsible experience in county or related government law, including trial experience and at least one year of supervisory experience.

Training:

Equivalent to a Juris Doctorate from an accredited law school.

Additional Requirement:

A current membership in the State Bar of California.



THE COMPENSATION PACKAGE

Summary of Benefits for Department Heads

The annual salary range for this position is from \$176,758 up to \$214,843 , depending on qualifications.

Final salary pending Board of Supervisors approval.

Holidays: 13 annual paid holidays, plus 3 floating holidays per year.

Administrative Leave: Prorated, 80 hours per year, taken as time off or up to 40 hours cashed out.

Sick Leave: 12 paid days per year.

Employee Assistance Program: Available at no cost– includes coaching, parenting, and child care services, eldercare

Public Employees' Retirement System (CALPERS): 2% at 62 for new, and 2% at 55 for classic employees.

Vacation: Accruals are based on years of public service.

Benefits:

- CalPERS Health Plan—The County offers benefits for employees, spouses, and eligible dependents.
- Dental, & Vision - The County offers benefits for employees, spouses, and eligible dependents.
- Life Insurance: County sponsored \$50,000 life insurance policy is provided at no cost to the employee.

Deferred Compensation: Voluntary deferred compensation programs through one of the three vendors that are partnered with the County.

RECRUITMENT INFORMATION

A complete application packet MUST include:

- A Glenn County Employment Application
- Resumé
- Cover Letter
- Transcripts
- State Bar of California License Number

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at www.calopps.org/county-of-glenn or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications can be submitted online or in person until **Tuesday, July 8, 2025 at 5:00 pm.**

IMPORTANT APPLICATION INFORMATION

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EHE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department. The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.