



**Assistant Chief
Administrative Officer**
BUTTE COUNTY, CALIFORNIA

Butte County

One of California's original 27 counties, Butte County is located on the east side of Northern California's Sacramento Valley, covering 1,640 square miles between the Sacramento River and the Sierra Nevada Mountains. It is the most populous county north of Sacramento, with a population of 208,309. Butte offers an ideal economic climate, a lower cost of living for its highly educated workforce, and convenient access to metropolitan areas such as Sacramento and the Bay Area within a few hours. Opportunities for recreation, cultural enrichment, and relaxation in its quiet, rural environment, amid a variety of stunning landscapes, are endless.

Butte County is home to five incorporated jurisdictions. The City of Oroville is nestled at the base of the Sierra Nevada foothills along the beautiful Feather River. A vibrant community rich in history, culture, and natural beauty, Oroville offers a perfect home for those who love to recreate. With a population of just under 20,000 residents, Oroville is also the County seat. The City of Biggs, known as the heart of rice country, is a growing community with one of the lowest property tax rates in California. Chico, the County's largest city, is



home to California State University, Chico, Bidwell Park, and Sierra Nevada Brewery, and offers a unique blend of urban and rural amenities. Gridley provides the conveniences of larger cities while maintaining a quiet, country lifestyle, and the Town of Paradise continues its remarkable rebuilding efforts following the Camp Fire. For more information, visit <https://www.buttecounty.net>.

Organization

Butte County, a Charter County, operates under a five-member Board of Supervisors elected by district and within a stable political environment. The County's mission is to "Provide Quality Service with Dignity, Integrity and Respect." The Chief Administrative Officer (CAO), appointed by the Board, oversees 23 departments and is responsible for implementing Countywide policies and strategic direction, relying on an annual

operating budget of \$1 billion and approximately 2,400 employees.

The County has a collaborative culture, strong interdepartmental coordination, and values fiscal responsibility, pride in service, integrity and ethics, decisive leadership and accountability, innovation, and working together.

County Administration Department

The Administration Department provides leadership and guidance in implementing the policies of the Board of Supervisors and in improving the organization's effective operations and fiscal integrity. The Department serves as the central hub for County administration and is responsible for translating Board priorities into action while ensuring coordinated and efficient service delivery. It consists of three primary functions: General Management, Emergency Management, and Economic and Community Development.

General Management includes the Clerk of the Board and leads the development of the County's budget and provides operational oversight and strategic coordination across departments. Emergency Management directs Countywide disaster preparedness, response, and recovery activities. Economic and Community Development implements the County's economic development strategy and administers major grant programs, much of which is currently focused on disaster recovery efforts.

Over the past several years, the Department has successfully rebuilt and strengthened its team and is now focused on fostering a collaborative, high-performing culture where employees support one another, continue to learn, and take pride in their work. As Butte County moves beyond emergency response and recovery, the organization is increasingly focused on strengthening core operations and



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"All about fit"

enhancing service delivery. Recent voter approval of Measure H, a one-cent local sales tax, has significantly improved the County's financial outlook, allowing leaders to shift from years of budget reductions to investments that better serve residents.

The Position

In anticipation of the planned October appointment of the current Assistant Chief Administrative Officer (ACAO) to the CAO role, Butte County is seeking an experienced leader to join its executive team as the new ACAO and help guide the organization into its next chapter.



Reporting to the CAO, the ACAO, an at-will position appointed by the CAO, is a senior executive and key member of the County's leadership team responsible for helping guide the strategy, performance, and effectiveness of a complex, multi-department organization. The position supports the CAO in managing County operations and advancing priorities established by the Board of Supervisors. Operating with a high degree of independence and discretion, the position provides leadership on Countywide initiatives and ensures the effective delivery of public services.

The ACAO oversees the operations of the County Administration Department and its 23.75 FTE, including budget and policy analysis, emergency management, economic development, and Clerk of the Board functions. Responsibilities include monitoring organizational performance; leading strategic planning efforts; evaluating policies and procedures; directing special studies and complex projects; and providing leadership on sensitive and high-profile issues with Countywide implications.

The ACAO serves as a trusted advisor and partner to the CAO and is expected to be fully capable of acting on the CAO's behalf when needed. The position will provide stability and leadership and will play a key role in continuing to strengthen the Administration Department and support the County's long-term success.

The position requires close collaboration with department heads, elected officials, cities, community organizations, and external agencies. It also serves an important role during emergencies, functioning as the Emergency Operations Center Director during activations and helping coordinate disaster response and recovery efforts. The position requires a visible, engaged presence in the office and the community.

Ideal Candidate

Butte County seeks an experienced and collaborative local government executive who combines strong technical expertise with a caring and people-centered leadership style. The successful candidate will bring the judgment, political acumen,

and operational experience necessary to help lead a complex organization while fostering a positive and supportive workplace culture.

The ideal candidate is a seasoned public-sector professional with significant experience in county government or a comparable environment and a strong foundation in executive-level administration and fiscal management. Experience participating in or overseeing large and complex budgets is highly desirable, as is familiarity with agenda management, emergency management, and economic development.

This leader is collaborative and approachable, someone who genuinely cares about people and enjoys mentoring and developing staff. They create an environment where employees can learn, grow, solve problems together, and enjoy coming to work. They lead with humility, accountability, and integrity, and understand that mistakes provide opportunities for learning and growth.

The successful candidate will be politically astute and comfortable working with elected officials, department heads, and community stakeholders. They will possess the executive presence and credibility to represent the County effectively, as well as the work ethic required for a demanding leadership position. While maintaining balance and perspective, they understand that public service often requires responsiveness beyond a traditional workweek.



Above all, Butte County seeks a trusted partner to the CAO, someone capable of leading the organization in the CAO's absence and motivated by the opportunity to contribute at the highest levels of County government while preparing for future executive leadership opportunities.

Experience & Education

Any combination of training and experience that provides the required knowledge, skills, and abilities would qualify. A typical way to obtain the required qualifications is to hold a Bachelor's degree and five years of increasingly responsible executive-level leadership experience in a government agency.

Compensation & Benefits

The salary range for this at-will position is **\$182,332.80** to **\$244,337.60**, with approved 5% cost-of-living adjustments effective July 1, 2026, 2027, and 2028.

- Effective July 1, 2026, the annual salary is \$191,443.20 - \$256,547.20.
- Effective July 1, 2027, the annual salary is \$201,011.20 - \$269,380.80.
- Effective July 1, 2028, the annual salary is \$211,057.60 - \$282,859.20.



Search Schedule

Filing Deadline: Sunday, July 19, 2026

Preliminary Review and Interviews: Ongoing – July 31, 2026

Candidate Recommendations: Tuesday, August 4, 2026

In-Person Interviews: Friday, August 14, 2026

These dates have been confirmed. Please mark your calendar accordingly.

In addition to salary, Butte County offers a very competitive and generous benefits package, including:

RETIREMENT PLAN: 2% @ 55 for Classic PERS members; 2% @ 62 for new PERS members.

HEALTH, DENTAL, AND VISION: The County contributes a substantial share of the total cost of the comprehensive health package, which includes medical, vision, and dental insurance. See the **County's Rate Sheet**.

DEFERRED COMPENSATION: County-provided voluntary 457(b) retirement plan through Nationwide.

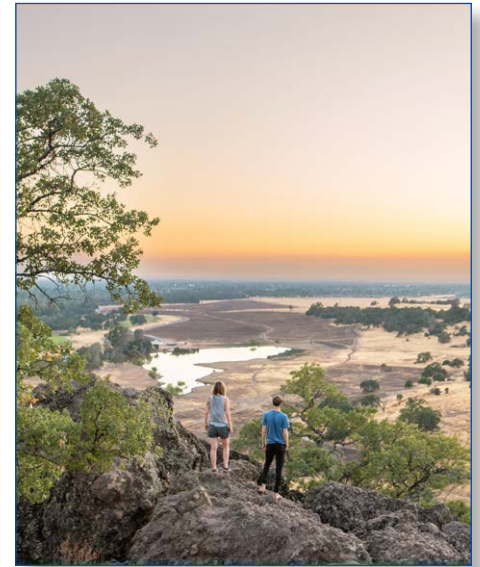
LIFE INSURANCE: County-provided \$25,000 term life insurance policy, with additional coverage available for purchase by the employee at minimal cost.

ANNUAL LEAVES: 13 paid holidays; vacation accrual rate based on years of service and begins at 15 days; 96 hours of paid sick leave; 10 days of administrative leave.

ALLOWANCES: \$250 monthly travel allowance and a County-issued cell phone or a \$70 per month cell phone allowance.

WORK SCHEDULE: In-person, five days a week.

RESIDENCY: Butte County residency is preferred, and reimbursement-based relocation assistance of up to \$5,000 is available for eligible candidates relocating from more than 200 miles away.



The Recruitment Process

To be considered for this exceptional leadership opportunity, please apply to Peckham & McKenney:

Peckham & McKenney
www.PeckhamAndMcKenney.com

For additional information, contact Danielle Noble at danielle@peckhamandmckenney.com or (805) 836-0036.



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