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ROUTE SLIP

OFFICE OF THE BOARD OF SUPERVISORS
COUNTY OF SAN DIEGO, CALIFORNIA

DATE ROUTED	September 12, 1990
DATE DUE	n/a
TO	Department of Human Resources
SUBJECT	Attached correspondence from the County of Santa Clara

ACTION

- [XX] FOR YOUR INFORMATION
- [ ] INVESTIGATE AND TAKE APPROPRIATE ACTION
- [ ] INVESTIGATE AND TAKE APPROPRIATE ACTION WITH REPORT TO SUPERVISOR
- [ ] YOUR COMMENTS
- [ ] OTHER

COMMENTS:

For Your Information

Thank You,

Benelia Santos-Hunter
Chairman's Assistant, Chairman Williams' Office

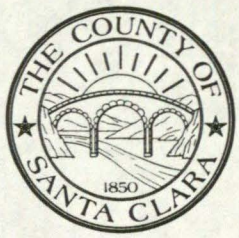
BSH:bsh

RETURN THIS ROUTE SLIP WITH YOUR REPLY

County of Santa Clara
Office of the County Executive

County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110
(408) 299-2424

RECEIVED
SEP 04 1990
Ans'd. JLS



August 27, 1990

TO: Supervisor Kay Ceniceros, Riverside County
Supervisor Edmund Edelman, Los Angeles County
Supervisor Maggie Erickson, Ventura County
Supervisor Mary Griffin, San Mateo County
Supervisor Willie Kennedy, San Francisco City & County
Supervisor Don Perata, Alameda County
Supervisor Tom Torlakson, Contra Costa County
Supervisor Harriett Wieder, Orange County
Supervisor Leon Williams, San Diego County

FROM: County of Santa Clara

SUBJECT: URBAN COUNTIES CAUCUS
JOB ANNOUNCEMENT FOR EXECUTIVE DIRECTOR

Enclosed are clean copies of the job announcement for Executive Director of the Urban Counties Caucus. (You should have received a faxed copy last week.) Please continue to direct this information to promising candidates.

Board of Supervisors: Susanne Wilson, Zoe Lofgren, Ron Gonzales, Rod Diridon, Dianne McKenna
County Executive: Sally R. Reed

URBAN

COUNTIES

CAUCUS

County Government Center
70 West Hedding Street
San Jose, California 95110
(408) 299-2814

CHAIR
Supervisor Zoe Lofgren
Santa Clara County

VICE CHAIR
Supervisor Maggie Erickson
Ventura County

MEMBERS
Supervisor Edmund Edelman
Los Angeles County

Supervisor Harriett Wieder
Orange County

Supervisor Kay Ceniceros
Riverside County

Supervisor Leon Williams
San Diego County

Supervisor Mary Griffin
San Mateo County

Supervisor Zoe Lofgren
Santa Clara County

Supervisor Maggie Erickson
Ventura County

EMPLOYMENT OPPORTUNITY

URBAN COUNTIES CAUCUS
EXECUTIVE DIRECTOR

The Position

The Urban Counties Caucus, a newly formed advocacy organization representing California's most populous counties, is seeking an experienced and highly motivated individual to serve as its first Executive Director. Under the direction of an Executive Steering Committee, the Executive Director will develop, manage and supervise all Caucus activities, including policy development, legislative advocacy, services to member counties, and general administration.

The position will be located in Sacramento. Some travel to member counties will be required.

General Duties

The Executive Director will coordinate all of the activities of the Caucus. General duties will include, but not be limited to the following:

-- Identify and analyze issues impacting urban counties

-- Develop legislative strategy and direct advocacy activities

-- Cultivate and build coalitions of local interest groups with similar objectives

-- Work with urban county advocates to achieve objectives

-- Organize and staff Executive Committee meetings

-- Handle press inquiries and public relations

-- Manage caucus office and budget; supervise office staff.

Experience/Education

Bachelor of Arts Degree or equivalent (Master's Degree preferred) in public administration, political science, business or related field. Five to ten years of increasingly responsible experience at a managerial level with a governmental agency, advocacy organization, private firm or related association. Direct intergovernmental relations experience is essential.

Special Skills, Abilities and Knowledge

In order to meet the diverse demands of managing a new association, a qualified candidate must possess exceptional organizational, interpersonal, and communications skills, including:

(cont.)

-- Ability to meet and deal discreetly with elected and appointed public officials. Must be able to achieve consensus among Caucus members relative to which issues to focus and direct the efforts of the association.

-- Understand and provide analysis on a wide range of local government issues; interpret political climate; ability to make independent judgements on public policy issues and make recommendations to elected officals.

-- Must be an articulate and persuasive spokesperson for urban county interests; must have the ability to establish the Association as the focal point for urban county issues.

-- Must have knowledge of the functioning of county programs, and the ability to effectively unify local interest groups within urban counties to assist in Caucus efforts.

-- Must have knowledge of the workings of the Legislature and state government in order to effectively shape Caucus policy and best represent its interests.

Compensation

Annual Salary: $75,000 - 95,000 (negotiable)
Contract option negotiable.

Selection Process

Initial screening of candidates will occur in October. Individuals deemed best qualified for the position will be invited to interview with a subcommittee of the urban county supervisors. The top field of candidates will be interviewed by the Executive Steering Committee, who anticipates making an appointment by November 1.

Please send resume, references and salary history by September 21 to:

Supervisor Zoe Lofgren
Chair, Urban Counties Caucus
70 West Hedding Street, 10th floor
San Jose, CA 95110

About the Urban Counties Caucus . . .

Attached you'll find a mission statement describing the background and goals of the new Urban Counties Caucus. So far the counties of Los Angeles, San Diego, Orange, Santa Clara, Riverside, Ventura, and San Mateo have approved membership, with additional counties expected to join in the near future.

URBAN

COUNTIES

CAUCUS

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Santa Clara County

Supervisor Maggie Erickson
Ventura County

URBAN COUNTIES CAUCUS: BACKGROUND AND GOALS

The County Supervisors Association of California (CSAC) was created to represent the interests of California counties within the state Legislature. For the issues which affect all counties relatively equally, CSAC has been an effective voice.

However, the diversity of our 58 counties makes it impossible for CSAC to represent all county interests, particularly when interests conflict between counties. Despite the population represented in California's urban counties, urban county interests generally do not predominate in CSAC's priorities. Because CSAC operates on a "one county, one vote" basis, the urban counties have far fewer votes than smaller counties.

With its rural dominance, CSAC cannot be the most effective voice for the unique concerns of urban counties.

The principal goal of forming an urban county caucus is to create a separate organization specifically to advance the interests of urban county residents. It is not our intent to replace CSAC, but rather to supplement their efforts with concentrated work on urban issues.

With the additional staffing and resources made possible by a second organization, an urban county caucus could devote more time to issues from an urban perspective which have up to now been underserved by CSAC, such as jail funding, stabilization formulas, health care, drug abuse, and transportation. Caucus activities would include:

- Developing a consenus among member counties on legislative issues
- Representing urban county interests before the State Legislature and Congress, and also before the executive branches and administrative branches of the federal and state governments
- Gathering and reporting to urban counties information on legislative, executive, and administrative actions at the state and federal levels
- Assisting urban counties in implementing new laws and regulations

With a membership of the most populous counties, an urban county caucus would have a powerful voice. Our counties are home to a majority of the state's population, and are therefore represented by a large percentage of our legislators in Sacramento and our delegation in Congress.

With active participation and cooperation from all urban counties, the Urban County Caucus has the potential to be an indispensible resource and strong advocate for all of its members.

(7/90)