

**Auditor-Controller-Treasurer-Tax Collector
Sonoma County Board of Supervisors
December 12, 2011**

SCHEDULE

8:30	Call to Order
8:30 – 8:45	Public Comment on Items Not Appearing on Agenda
8:45 – 9:00	Introduction and Presentation on Public Process, Wendy Macy, Director of Human Resources
9:00 – 9:50	Donna Dunk
9:55 – 10:45	David Sundstrom
10:45 – 10:55	Break
10:55 – 11:45	Terri Velasquez
11:50 – 12:05	Public Comment on Items Appearing on Agenda
12:05 – 12:30	Appointment

PRESENTATION TOPIC

- From your viewpoint, what current or prospective fiscal trends have/will have a significant impact on public entities. How will this change public entities, and if you were Sonoma's ACTTC, how would you prepare for and manage the trend's impact?

Presentation instructions: 10-minute verbal presentation; access to computer and presentation screen will be available. Handouts are acceptable.

INTERVIEW QUESTIONS

Each candidate is scheduled for a 50-minute assessment process. The first ten minutes, candidates will make a presentation on the above topic. Following the presentation, the Board will have 40 minutes to ask the candidates interview questions. Listed below are 20 interview questions that may be used. Up to 10 questions are recommended for this timeframe. The Board will determine the interview questions during the introduction. Each candidate should be asked the same questions, unless a previous response has already substantively provided the candidate's answer. Follow-up questions to the presentation and interview questions are allowed, but please be aware of the schedule to allow enough time to complete the interview process.

Introductory Question

1. Take no more than five minutes to tell us about yourself, emphasizing how your professional background and experiences have prepared you for this position including your motivation for applying for this position.

Leadership/Management/Interpersonal

2. Describe a time when you've initiated and implement major changes to an organizational program, system or process. What steps did you take? What factors did you take into account? Please describe the outcome.
3. If appointed, what ideas would you bring to the position that are new and innovative and would advance the efficiency, programs or service levels for the County?
4. How would you conduct an assessment of your department and staff, e.g. strengths and weaknesses, and go about developing a transition plan based on your findings during your first six months in the position?
5. How have you created an optimal working relationship with elected officials, your City Manager/County Administrator, and various county departments with whom you interact? What have you done to establish credibility and facilitate communications with them?
6. The ACTTC is Sonoma County's Energy Independence Program (SCEIP) administrator. The program requires the ability to work effectively and collaboratively with a variety of stakeholders, business entities, Boards and elected officials. Can you provide us with an example that demonstrates your ability to be an effective administrator for SCEIP knowing this requirement?
7. Imagine yourself disagreeing with the approach the County takes in developing its annual operating budget, as well as the process for allocating resources to support the activities of the ACTTC Office. What approach would you take to address this with the County Administrator and/or the Board?

Technical Knowledge

8. This position requires a true financial expert with treasury, investment and bond experience. Describe how you meet this requirement.
9. The County is in the process of selecting and implementing a new financial accounting and budget system. Provide an example of a significant system in which you led the implementation effort or were a key participant in the process. What was the implementation process and what were the lessons learned.
10. Please summarize your experience developing and implementing fiscal policies and tell us about the most complex and/or controversial policy you had to develop or administer? If you have experience with debt limitations and reserve requirements, please be sure to highlight this in your response.
11. Escalating pension costs are arguably the County's biggest issue right now. Please describe your experience dealing with rising pension costs and determining financial options to address the issue.

12. Tell us how you have ensured organizations you have managed stay compliant with government accounting standards and practices.
13. The ACTTC's Office is responsible for collecting and distributing property taxes. Tell us your specific experience in this area and describe a complex issue you had to address related to appropriate allocations.
14. Describe how you have strengthened and expanded an organization's financial reporting and analysis and provide a specific example.
15. How have you balanced your day-to-day management responsibilities with taking the time to stay abreast of economic trends, policies and legislation that may affect government finance and accounting? Can you give us an example of your ability to monitor economic forecasts?
16. What do you think would be the key issues that you would face as ACTTC for Sonoma County? Tell us about your experience in dealing with the same or similar issues.
17. Given the climate at the Federal, State and what you know of Sonoma County at the local level, what do you see to be the key issues and concerns the ACTTC's Office will be facing.
18. What do you anticipate to be some short and near term changes you will need to make in addressing the future challenges of the ACTTC's Office? What role will partnerships and regional solutions play with these concerns?

Closing Question

19. The Board is considering going to the ballot November 2012 to convert the position to a Board appointed Director of Finance. Does this possibility impact your interest in the position? And if the position remains an elected position, you will need to run for office for the next term. Does this possibility impact your interest in the position?
20. In no more than two minutes, why do you consider yourself an ideal candidate for this position?