



**THE COUNTY OF RIVERSIDE**  
INVITES YOUR INTEREST  
IN THE POSITION OF  
**BOARD OF SUPERVISORS**  
**CHIEF OF STAFF**

**SALARY RANGE**  
**\$135,357.91 - \$214,763.52**

# THE POSITION

Supervisor Yxstian Gutierrez is seeking an experienced, strategic, and collaborative leader to serve as Chief of Staff for the County of Riverside's Fifth District. The Fifth District is one of the most diverse regions in the county, stretching from Moreno Valley to Cabazon and from Hemet up to Calimesa, and includes two sovereign tribal nations. It is home to signature destinations such as the Lavender Festival, Lake Perris, the Cabazon Outlets, and the Edward-Dean Museum & Gardens. The district encompasses the cities of Moreno Valley, San Jacinto, Hemet, Calimesa, Beaumont, and Banning, as well as the unincorporated communities of Banning Bench, Cherry Valley, Cabazon, Nuevo, Lakeview, Reche Canyon, Poppet Flats, and San Timoteo.

The Chief of Staff serves as the Supervisor's top advisor and plays a central leadership role in shaping and advancing district priorities. This position is responsible for planning and directing the day-to-day strategic and operational functions of the Supervisor's office, including oversight of staff located across multiple Fifth District sites. The Chief of Staff reports to the Supervisor on personnel, budget, and operational matters, ensuring the office operates with efficiency, accountability, and responsiveness.

This role oversees policy development, constituent engagement, and administrative operations, and leads policy discussions that integrate community, stakeholder, and intergovernmental input. The Chief of Staff works closely with County departments and commissions, other local governments such as city managers, tribal nations such as Soboba and Morongo, and state and federal partners to advance key initiatives. The position also manages confidential and sensitive matters; directs the development and implementation of the district's strategic plan; supports major infrastructure and community-impact projects; and provides guidance on complex political, policy, and organizational issues.

## WHY THIS ROLE MATTERS:

This role matters because the Chief of Staff helps ensure that the priorities of the Fifth District are effectively advanced and that the needs of its residents are heard and addressed. The position serves as the Supervisor's primary advisor and operational leader, coordinating complex initiatives across a large and diverse region. The Chief of Staff ensures that county resources are aligned with community needs, that policy decisions are well informed, and that the office remains responsive, strategic, and connected to the people it serves. Through this leadership, the district is able to deliver meaningful results and maintain strong relationships with its cities, communities, and sovereign nations.

## WHAT WE ARE LOOKING FOR:

We are seeking a highly capable and strategic leader who can provide strong guidance, effective coordination, and reliable support to the Supervisor and the Fifth District. The ideal candidate will have a solid understanding of government operations, experience managing complex projects, and the ability to oversee staff and office functions across multiple locations. We are looking for someone who can develop and implement a strategic plan, navigate County processes, analyze policy issues, manage workflow across competing priorities, and ensure smooth and efficient daily operations. This role requires sound judgment, the ability to stay aware of emerging district needs, and the skill to keep the Supervisor informed, prepared, and positioned for effective action.



# THE IDEAL CANDIDATE

The ideal candidate will bring strong political acumen and the ability to anticipate issues, recognize risks, and provide strategic recommendations to the Supervisor. They will have experience handling confidential information while working effectively with a wide range of stakeholders, including elected officials, city leadership, tribal governments, community organizations, and county departments. The ideal candidate will demonstrate firmness and professionalism in supporting staff, resolving performance issues, and ensuring timely completion of assignments, while also fostering a culture of accountability, teamwork, and continuous development. They will possess exceptional written and verbal communication skills and be able to prepare clear, concise briefings on complex policy, legislative, and operational matters. The candidate should be adept at managing multiple projects, competing deadlines, and rapidly evolving priorities in a fast paced environment, with demonstrated experience developing and implementing strategic plans that move districtwide initiatives forward. They should be able to navigate sensitive and high pressure situations with discretion, sound judgment, and a strong commitment to public service. Candidates who are bilingual in Spanish are highly desired but not required.

## THE BOARD OF SUPERVISORS CHIEF OF STAFF WILL:

- » Serve as the Chief Strategic Advisor to the Supervisor on confidential matters and the District's Executive Officer overseeing policy and day-to-day programmatic operations.
- » Oversee District operations by directing workload distribution, conducting evaluations, investigations, and managing performance issues for District staff.
- » Supervise the delivery of constituent services, development of capital projects, and public outreach.
- » Direct and manage day-to-day operations of 18 District staff members and offices.
- » Develop and implement strategic priorities to enhance the services to constituents.
- » Develop priorities for the Board office and communicate them with Executive Officer and County departments
- » Maintain ongoing positive relations with City Managers while developing relations with local, state, and federal officials.
- » Work diligently to resolve complex matters with tribal nations, cities within the District, and other community leaders.
- » Manage the District's budget including discretionary funds to benefit the District, unincorporated Community Initiative (UCI) funds, Cabazon Revitalization funds, and other countywide departmental allocations, including funds from CDBG and Transportation.
- » Ensure proper training for all District staff.
- » Serve as liaison between the Board of Supervisors and County departments, other Board offices, community groups and other stakeholders.
- » Develop, review, and approve policy recommendations to the Supervisor.

## MINIMUM QUALIFICATIONS:

**EDUCATION:** Graduation from an accredited college or university with a bachelor's degree in Public Administration, Business Administration, Public Policy, Communications or a related field. A graduate degree is preferred.

**EXPERIENCE:** Seven years of progressive management experience in a public sector organization with responsibility over general operations which should include any of the following areas: budget, personnel, communications, policy development, legislative processes and relationship building with private, public and other stakeholders.

# COMPENSATION & BENEFITS

The annual salary for the Board of Supervisors Chief of Staff is **\$135,357.91 - \$214,763.52** annually. Placement within the salary range will be based on the selected candidate's experience and qualifications.

In addition to a competitive salary, the County offers an excellent benefits package that includes:

- **MEDICAL DENTAL INSURANCE:** A flexible benefit and premium subsidy totaling up to \$2,087 is provided toward the cost of medical and dental benefits. Vision is provided at no cost to the employee or eligible dependents.
- **RETIREMENT:** : A retirement plan is offered through the California Public Employees' Retirement System (CalPERS) after a five-year vesting period. Benefit at age 62 is 2%\* if the highest 36-month period of earnings times years of service. The employee contribution rate is 7.75%, subject to changes based on CalPERS actuarial variations.
  - **Note: Reciprocity may exist with other public retirement systems in California, please see CalPERS actuarial valuations.**
- **DEFERRED COMPENSATION:** Voluntary employee contribution with a choice between two 457 deferred compensation plan options.
- **401(A) MONEY PURCHASE PLAN:** County contribution of \$50 per pay period towards choice between two 401(a) plan providers.
- **ANNUAL LEAVE (BI-WEEKLY ACCRUAL):** 12 hours (312 hours annually)
  - Additional information can be found on the County's Human Resources website page: [www.rc-hr.com](http://www.rc-hr.com)
  - Maximum Annual Leave accumulation is 1,800 hours. Employee may receive pay in lieu of up to 80 hours per calendar year. Agency/Department Head may approve an additional 80 hours.
- **HOLIDAYS:** Normally 12 paid holidays per year.
- **BEREAVEMENT LEAVE:** 5 days (3 days are County paid; 2 days can be taken through use of accrued leave balances).
- **BASIC LIFE INSURANCE:** \$50,000 of term life coverage. Premiums are paid by the County. Additional Supplemental Life plan is available for employee purchase.
- **LONG-TERM DISABILITY (LTD):** Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. Benefit can be coordinated with other available leave balances to provide up to 100% of pay.
- **POST RETIREMENT MEDICAL CONTRIBUTION:** A monthly contribution is made by the County towards retiree health insurance offered through the County as governed by the Management Resolution or applicable bargaining unit.
- **COUNTY VEHICLE:** A county vehicle will be provided for the Chief of Staff for county business.
- **TUITION REIMBURSEMENT:** The Fifth District participates in the tuition reimbursement program which provides up to \$12,500 per school year for education.

# THE COUNTY

Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. Riverside County is a great place to live, work, and play.

With more than 2.43 million residents, Riverside is the tenth most populous county in the U.S. and the fourth most populous county in California. The County stretches nearly 200 miles across, comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County covers an expansive, varied geography that encompasses many diverse and rapidly growing communities with a wide range of public service needs.

The County shares borders with Imperial, Orange, San Diego, and San Bernardino Counties, comprising a region extending from the Pacific Ocean to the Colorado River. There are a total of 28 incorporated cities within the County.

Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which make it an excellent alternative to the more costly and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California.

Additionally, higher education facilities are abound throughout the area, providing continuous educational opportunities for professional development.



# ABOUT THE BOARD OF SUPERVISORS

The Board of Supervisors is the governing body of the County, certain special districts and the Housing Authority. The Board enacts ordinances and resolutions, adopts the annual budget, approves contracts, appropriates funds, determines land use zoning for the unincorporated areas, as well as appoints certain County officers and members of various boards and commissions.



# MEET THE SUPERVISOR

Dr. Yxstian Gutierrez (Pronounced IX-tian similar to Chris-tian) is Riverside County's 5th District Supervisor, a former local mayor, teacher, and community leader who is serving to improve and protect the things that make Riverside County such a special place to live. Riverside County is the 10th largest County in the United States with over 2.5 million residents – larger than the population of 13 states.

Yxstian has served as County Supervisor since 12/05/2022 and 7 years as a local Mayor. He is the first directly elected Mayor in the city's history. He also served as a professor at National University and a current professor with California State University San Bernardino. He previously served on Moreno Valley's City Council, owned and operated the Berrybean Cafe, taught in the Moreno Valley Unified School District, and worked as a reading instructor at Moreno Valley College.

Yxstian sits as a Board Member of the Inland Empire Health Plan (largest Medicaid plan in the US), Western Riverside Council of Governments (WRCOG), Riverside Transit Agency, Riverside County Transportation Commission, Riverside County University Medical System, Flood Control, and several other regional boards. He also serves on the board for the Renu Hope Foundation and as a local board member for the U.S. Selective Service. Yxstian has also served as a 1st Lieutenant (CA) with the 163rd Support Group stationed at March Air Reserve Base.

Yxstian grew up in Moreno Valley and learned the value of public education while attending Armada Elementary School, Landmark Middle School, and Valley View High School. He went on to earn an Associate Degree, a Bachelor's Degree in Human Development, a Master's Degree in Curriculum/Instruction, a second Master's Degree in Biology Education, and a Doctoral Degree in Special Education.

Yxstian is also an alumnus of USC's Executive Education in Public Policy program and USC's Executive Education program in Strategic Analysis in Achieving Competitive Advantage. He also recently graduated from the Bloomberg Harvard City Leadership program.



# APPLICATION PROCEDURE

To be considered, please electronically submit your application, including resume via [Government Jobs](#) or [clicking here](#).

Resumes should reflect related work experience as well as details of years and months of positions held.

For questions regarding this recruitment, please contact:  
Danilo Lozano at (951) 955-1605 or [DaLozano@rivco.org](mailto:DaLozano@rivco.org)

Applications will be screened based on criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

