Contra Costa County, California
Chief Assistant County Administrator
(two opportunities)

Salary: The salary range for these two opportunities is from $165,233 to $205,875 DOE/DOQ.

Benefits:...

Search Schedule:

Recruitment Process:
The Recruitment Process is:

To apply for this exciting career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Resumes are acknowledged within two business days. Call Phil McKenney toll-free at (866) 912-1919 for more information.

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Recruiteme...
Contra Costa County

Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California. It is one of nine counties in the San Francisco-Oakland Bay Area, and covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay eastward about 50 miles to San Joaquin County. Contra Costa County has one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven primarily by the need to provide services to an increasing local population and the presence of relatively high-wage skilled jobs. The County has one of the State’s most heterogeneous populations – rich in ethnic, cultural and socioeconomic diversity. With a current population slightly in excess of one million, Contra Costa County is the ninth most populous county in California. The City of Martinez is the County seat and the location of the County’s administrative offices.

Contra Costa County includes varied urban, suburban, rural, industrial, agricultural and port areas and contains 19 incorporated cities. A large part of the county is served by the San Francisco Bay Area Rapid Transit District (BART), and along with the modernization of Highway 24 and the addition of a fourth Caldecott Tunnel bore these improvements all served to reinforce the demographic and economic trends in the western portion of the County, with cities such as Walnut Creek becoming edge cities. The central county cities have in turn spawned their own suburbs within the county, extending east along the county’s estuarine north shore; with other development areas like Bay Point being augmented by extensive development in Antioch, Oakley and Brentwood.

Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, various California State University campuses and one of California’s best community college systems are within driving distance from the County seat of Martinez. Recreation within the County varies from fishing, boating and water skiing in the Sacramento-San Joaquin Rivers to hiking, horseback riding and camping in Mt. Diablo State Park. Recreational areas, including the wine country of Napa and Sonoma Counties, the picturesque seaside communities of Carmel and Monterey, and the Sierra Lake Tahoe mountain region, are also within an easy drive from the County.

The Organization

Contra Costa County provides a full range of services through its 25 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and other Authorities. There are also a number of Affiliated Organizations the County participates with or directly manages.

The County has a FY 2015/2016 budget of $3.06 billion and a General Fund of $1.4 billion, and a permanent countywide staff of approximately 8,900 full-time equivalent employees.

For a wealth of additional information on Contra Costa County, please visit our website at www.cccounty.us.

The Positions

Two Chief Assistant County Administrator opportunities are currently open and both require the ability to assist the County Administrator in making major financial, administrative and policy recommendations to the Board of Supervisors as well as conducting or directing special projects and the analysis of public policy issues that are complex, difficult and often times are of a sensitive nature.

Along with these high-level generalist management skills as a foundation for both positions, it is expected that one Chief Assistant County Administrator will work closely with the County Finance Director and Senior Deputies to assist with the development of the annual budget, reviewing expenditures and revenues during the fiscal year, and developing and presenting short and/or long range fiscal plans. This position requires a candidate that will have the ability to ensure budget accuracy, clarity, and credibility in all reports presented to staff, elected officials, and the County’s constituents. In addition, this position will assist in the administration of the labor management relations program.

The second Chief Assistant County Administrator will be expected to take the lead in supervising and coordinating large County Capital Projects including providing project management, serving as a liaison, and overseeing the contract administration for the design, construction and modification of County buildings and structures. S/he will serve as the primary point-of-contact for Department Directors regarding Capital Improvement Program (CIP) projects and will be responsible for:

- Defining CIP project goals and objectives
- Working closely with the Public Works Director to coordinate CIP work
- Coordinating, managing, and monitoring the progress of assigned CIP projects and programs at all stages of development
- Ensuring that project schedules, costs and overall quality performance objectives are met across a diverse range of CIP projects.

The Ideal Candidates

Ideal candidates for these positions will have demonstrated success in forging intergovernmental relationships and leading strategic planning efforts with staff and elected officials through a collaborative and team approach. Successful candidates will have the confidence, energy and enthusiasm necessary, along with the ability to set clear expectations and focus accountability for results and desired outcomes, to move projects and programs forward to completion.

Also desired is a highly developed skillset in leading change that enhances the organization and fosters innovation and constant quality improvement. An appreciation for a diversity of viewpoints and backgrounds is necessary as is a dedication to organizational development, growth and succession planning.

The County Administrator’s Office

The County Administrator’s Office acts as the principal staff advisor to the Board of Supervisors and administers all County operations. The duties of the County Administrator and staff include furnishing reports to the Board, providing information and advice, implementing policy directives and orders adopted by the Board, coordinating the work performed by County departments and County special districts, and with the assistance of the County Auditor-Controller, preparing and monitoring the annual County budget. The County Administrator’s Office administers the County’s labor management relations program including managing the collective bargaining process, grievance investigation, providing training and counseling to managers and employees, as well as problem resolution. The County Administrator’s Office also provides oversight and funding, supported by franchise fee payments from cable companies, for the operation of Contra Costa Television and the enforcement of Cable TV franchise agreements.

The County Administrator’s Mission is to:

- Work with the Board of Supervisors, Department Heads, and other agencies to provide the highest level of services, using available resources, to the people of Contra Costa County
- Increase intergovernmental cooperation and public access to government
- Assist Department Heads in translating Board policy, direction, and County vision into coordinated operating plans
- Provide vision, advice, and assistance to Department Heads in establishing the environment and tools that will allow the County to move forward in fulfilling its mission
- Preserve the fiscal integrity of the County

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Minimum Qualifications
License: Possession of a valid California motor vehicle operator’s license. Out of state valid motor vehicle operator’s license will be accepted during the application process.
Education: Possession of a bachelor’s degree from an accredited college or university with a major in public administration, business administration, finance, economics, accounting, civil engineering, architecture or a closely related field. A master’s degree in the fields identified above is desirable, but not a requirement.
Experience: Five (5) years of full-time experience or its equivalent in progressively responsible administrative positions that included program, project, construction or design management responsibilities, administrative and budgetary analysis, strategic planning, and the conduct of organization, operation, and/or program studies. At least three (3) years of the above experience must have been as a division head or higher in a public agency.
Experience as an Assistant County Administrator is highly desirable, but not a requirement.
Substitution: A Master’s degree in the fields identified above may substitute for one year of experience in addition to the three (3) required years of experience as a division head or higher in a public agency.

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Benefits
Contra Costa County offers a range of competitive benefit options including:
Health & Welfare Benefits:
• Medical – HMO & PPO Insurance and Dental – PPO & DHMO Insurance
• Management and Supplemental Life Insurance (with optional dependent coverage)
• Health Care Spending Account, Dependent Care Assistance Program and Long Term Care Insurance

Financial Future:
• Long-Term Disability Insurance
• Retirement Plan – (Defined Benefit Pension Plan and Social Security)
• Deferred Compensation Plan

Work/Life Balance:
• Paid Holidays, Vacation and Sick Leave Accrual
• Management Paid Leave, Employee Assistance Program

Search Schedule
Resume filing deadline .....................December 15, 2015
Preliminary interviews ...........................January 4 through January 15, 2016
Recommendation of Candidates ...........January 20, 2016
Interview Process .................................January 25, 2016

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

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EEO Policy
It is a policy of Contra Costa County to consider all applicants for employment without regard to race, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disability, HIV and AIDS), sexual orientation, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer and a record or history of cancer), genetic information, military or veteran status. Contra Costa County is an Equal Opportunity/ADA Employer

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