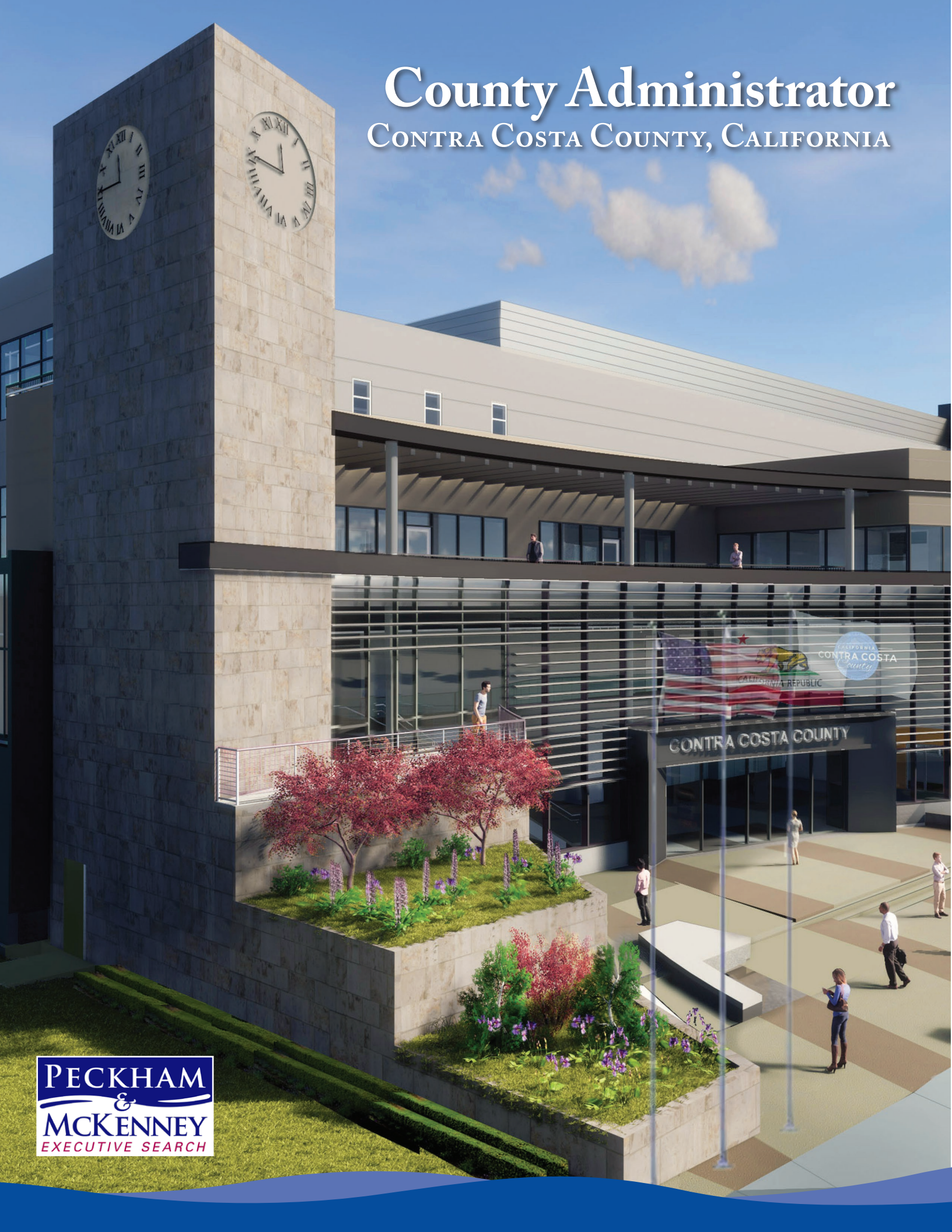


County Administrator

CONTRA COSTA COUNTY, CALIFORNIA



CONTRA COSTA COUNTY

Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California and is now one of the largest counties in the Nation by population. 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 easterly 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 in excess of 1.15 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 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 of the County.

The County's employment economy is as diverse as its population. Major industries include health care, petroleum refining, telecommunications, financial and retail services, steel manufacturing, prefabricated metals, chemicals, electronic equipment, paper products and food processing. Most of the County's heavy manufacturing is located along the County's northern boundary fronting the Suisun Bay and San Pablo Bay leading to San Francisco and the Pacific Ocean.

With its strategic location as Capital of the Northern California Mega-Region™ and easy access to suppliers and customers, Contra Costa County is a business

Photo by Kristin McCleery



destination full of opportunity. The County is home to a wide variety of companies and organizations, reflecting the character of the diverse communities of the region. From urban neighborhoods to rural farms, Contra Costa County is replete with world-class companies, as top brands thrive here. A multitude of transportation connections supports this business environment with rail, ports, major freeways (one hour by car to San Jose and Sacramento, 30 minutes to San Francisco), and the Buchanan Field and Byron airports.

A new effort to better take advantage of economic development opportunities is the Northern Waterfront Economic Development Initiative™. This initiative is a collaboration between the County and seven partner cities to enhance the vitality of the County along its northern edge, a 55-mile stretch of shoreline parallel to the Delta and Highway 4, with a cluster-based economic development strategy and a goal to make more production jobs accessible and desirable to today's students and tomorrow's workforce. In addition, the County enjoys robust business and economic development advancing its business climate and quality of life including the extensive City Center Bishop Ranch Office Park and suburban mall and the County's partnership with the Tri-Valley region.

Prestigious public and private academic institutions, including St. Mary's College of California, California State University East Bay, and one of California's best community college systems, Contra Costa

Community College District, thrive in Contra Costa County.

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 and National Parks, including Yosemite, 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. Contra Costa County is one of the few counties in the Nation to offer a full spectrum of health-related services under one organizational structure including the Contra Costa Regional Medical Center and its health centers.

The County has a general law form of government. Contra Costa is known for being progressive and is governed by a five-member Board of Supervisors elected by District, on a non-partisan basis, for staggered four-year terms. In addition to the Board of Supervisors, elected officials include the Assessor, Auditor-Controller, Clerk-Recorder, District Attorney, Sheriff-Coroner, and Treasurer-Tax Collector.

The County has a FY 2020/2021 budget of \$4.5 billion and a General Fund budget of \$1.8 billion, with a permanent countywide staff of approximately 9,900 full-time equivalent employees.

This summer, the County will transition into its new 71,000 square foot four-story County Administration building which will house a variety of County departments and the Board of Supervisors' meeting chamber.

For additional information on Contra Costa County, please visit their website at www.cccounty.us.

Peckham & McKenney

"All about fit"

THE COUNTY ADMINISTRATOR POSITION

The County Administrator's Office acts as the principal staff advisor to the Board of Supervisors and administers all County operations. The responsibilities of the County Administrator and staff include:

- Staffing the Board of Supervisors and Board Committees.
- Overseeing implementation of Board directives.
- Planning, monitoring, and overseeing County operations.
- Coordinating the work performed by County Departments and County Special Districts.
- Ensuring that Board policies are carried out in the most efficient, cost-effective and service-oriented manner.
- Supervising appointed Department Heads and performing general administrative duties.
- Preparing, monitoring, and managing the annual budget.



- Administering the County's labor management relations program, including managing the collective bargaining process, grievance investigations, providing training and counseling to managers and employees, as well as problem resolution.

As the County Administrator, you are to:

- Work with the Board of Supervisors, Department Heads, and other agencies to provide the highest level of services, using available staff resources and

technology, to the people of Contra Costa County.

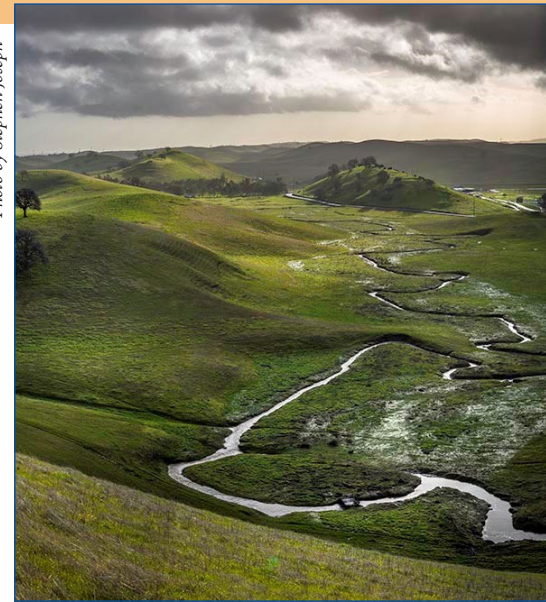
- Increase intergovernmental cooperation and public access to government.
- Assist Department Heads in translating Board policy, direction, and County vision into coordinated operating plans.
- Provide vision, advice, and assistance to Department Heads in establishing the environment and tools that will allow the County to move forward in fulfilling its mission.
- Preserve the fiscal integrity of the County.
- Continue setting a high standard of ethical tone and behavior, transparency, engagement, performance, and accountability.

THE IDEAL CANDIDATE

You will be a well-rounded visionary leader with a strong business sense, financial acumen, and the ability to manage a large, complex organization using best practices culled from government and business environments. You must be politically astute, yet apolitical and will have an outgoing style with a professional presence. You will be naturally engaging, diplomatic, and decisive. You will also be a gifted consensus and team builder, will exercise emotional intelligence in the practice of leadership, will be committed to developing staff to their greatest potential, and will be adept in long range planning for the organization.

Additionally, in today's times, you must be a confident and courageous leader who displays sound judgment, excellent communication and people skills, strong character and uncompromising integrity. You will also have an awareness of and respect for cultural diversity, be effective and responsive in politically and ethnically diverse environments and accomplished at maintaining cooperative relations with diverse communities. Polarizing politics,

Photo by Stephen Joseph



changing demographic trends, increased reliance on technology and social media, and serious economic volatility are some of the current issues that you and the County will face in the next few years.

Overriding these issues is the County's desire to continue working through the current pandemic via best practices that both protect the residents and the economy, as well as addressing race and ethnicity issues in one of the most diverse counties in the state. You will work with the Board of Supervisors to identify disparities that exist in justice, health, social services and land use and will oversee strategies to reduce those disparities. Recent steps in this area include:

- Creation of the Office of Reentry and Justice, including the Community Corrections Partnership, Community Advisory Board on Public Safety Realignment, Racial Justice Task Force and Racial Justice Oversight Body
- Creation of the Hiring Outreach Oversight Committee
- Juvenile Justice Commission
- New crime prevention and innovative alternatives to prosecution initiatives

implemented by the District Attorney's office including Safe Streets Task Force, Anti-Truancy Program, Conviction Integrity Unit, and Neighborhood Community Courts.

You will need outstanding intelligence (cognitive, emotional, and social); incredible enthusiasm, energy and stamina; the ability to remain calm under pressure; and an appropriate sense of humor to be successful in this position.

COMPENSATION

The annual salary for the long-tenured retiring County Administrator is \$381,000. Your salary will be determined based on the experience and qualifications that you bring to Contra Costa County.

BENEFITS

RETIREMENT – The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which is reciprocal with other 1937 Act county retirement systems, CalPERS and systems with CalPERS reciprocity. Member contribution rate is determined by your tier, your employer, and for legacy members, your age at entry into the system.

SOCIAL SECURITY – the County participates in Social Security and Medicare.

MEDICAL INSURANCE – A variety of medical and dental plans are offered.

LIFE INSURANCE – County program is provided, employee may subscribe to a voluntary supplemental program.

LONG TERM DISABILITY – County paid program available.

VACATION LEAVE – Initial monthly accrual rate is 10 hours, up to maximum accumulation of 240 hours.

SICK LEAVE – Monthly accrual is 8 hours.

ANNUAL MANAGEMENT

ADMINISTRATIVE LEAVE – 94 non-accruable leave hours are credited each January 1st (prorated for those hired after January 1st).

PERSONAL HOLIDAY CREDIT – Accrual of 2 hours each month, up to 40 hours.

HOLIDAYS – 10 holidays per year.

SEARCH SCHEDULE

Resume filing deadline September 22, 2020

Preliminary interviews September 23 through October 9, 2020

Recommendation of Candidates October 13, 2020

Interview Process First Round: week of October 26, 2020

Interview Process Second Round: week of November 2, 2020

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

PROFESSIONAL DEVELOPMENT REIMBURSEMENT – Eligible for reimbursement of \$925 each 2-year period for qualifying expenses.

AUTOMOBILE ALLOWANCE – \$600 per month.

DEFERRED COMPENSATION PLAN – County contributes \$85, plus an additional \$150, per month upon qualifying employee contributions.

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, or a closely related field. A master's degree is desirable.

EXPERIENCE: Preferred experience as the chief executive or assistant in a county and/or city. This should include responsibility for managing or assisting in the management of the operations of a large organization, as well as the analysis and management of budget and finance programs and the coordination of varied programs, services and activities. California experience would be a plus, as would experience with an organization of comparable size and complexity.

A stable employment history is important. It is envisioned that you will be in this position for at least five-to-ten years.

EEO POLICY

It is a policy of Contra Costa County to consider all applicants for employment without regard to race, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

Contra Costa County is an Equal Opportunity Employer and values diversity at all levels of the Organization.

THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please visit our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Phil McKenney toll-free at (866) 912-1919 or directly at (916) 616-9173 if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com