

Compensation and Benefits

The County of Contra Costa offers a highly competitive compensation and benefits program. The salary range for this position is \$165,473 - \$201,133 annually, DOQ. The excellent benefits program includes:

- ◆ Retirement - The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which has reciprocity with other 1937 Act county retirement systems, CalPERS and systems with CalPERS reciprocity. Employee contributions are based on a percentage of pensionable compensation. The County also 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.
- ◆ 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.
- ◆ Executive Professional Development Reimbursement - Eligible for reimbursement of \$925 each 2-year period for qualifying expenses.
- ◆ Deferred Compensation Plan - County contributes \$85, plus an additional \$150 per month upon qualifying employee contributions to a 457 plan.
- ◆ Executive Life Insurance package.
- ◆ Management Longevity Pay.



The Process

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, salary history and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place.)

Paul Kimura or Bill Lopez
Avery Associates
3½ N. Santa Cruz Ave, Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date for this recruitment is November 27, 2017.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Bill Lopez at 408.888.4099 or by email: williaml@averyassoc.net.



County of Contra Costa



*invites your interest
for the position of*

**Public
Works
Director**

The County of Contra Costa

Located in northern California, Contra Costa County covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay east to San Joaquin County. With a population of just over 1 million, the County is among the ten most populous counties in California and home to one of the State's most ethnically, culturally, and socioeconomically diverse populations. It has one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven by the need to provide services to an increasing population and the presence of relatively high-wage skilled jobs.



The County contains 19 incorporated cities and includes a variety of urban, suburban, industrial, agricultural, and port areas. Substantial portions of the County are served by the San Francisco Bay Area Rapid Transit (BART), which has contributed to significant residential and commercial development. Contra Costa is home to numerous attractions, including wildlife refuges, state parks, historic sites, and a variety of museums. Mount Diablo, a 3,849-foot peak at the north end of the Diablo Hills, is popular with outdoor enthusiasts, as are hiking, biking, horseback riding, boating, and other activities. The wine country of Napa and Sonoma Counties, picturesque seaside communities such as Carmel and Monterey, and the Sierra Lake Tahoe region are all within driving distance of Contra Costa.

Several prestigious public and private academic institutions are also located nearby, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, San Jose State University, and California State University, East Bay. One of California's best community college systems is also located in Contra Costa County.

For more information on the beautiful county, please visit: www.co.contra-costa.ca.us.

County Government

Contra Costa County was created in 1850 as one of the 27 counties formed at the time of California's statehood. The County Seat and County's Administrative Offices are located in the City of Martinez.

Contra Costa County is governed by an elected five-member Board of Supervisors and includes a variety of citizen commissions, committees, and other entities that advise the Board and County staff of issues and policy. The County Administrator is

responsible for the day-to-day operations of the County, including overseeing implementation of Board directives; planning, monitoring, and overseeing County operations; supervising appointed Department Heads; and preparing the annual budget, among other tasks.

The County provides a full range of services through 25 County departments divided into the service areas of Public Protection, General Government/Municipal Services, Health and Human Services, and Special Districts and Authorities. It has just shy of 10,000 employees and a total FY2017/18 budget of \$3.5 billion with a General Fund budget of \$1.6 billion.

Under the leadership of the Director, a Chief Deputy Director and four Deputy Directors, the Public



Works Department is comprised of 497 FTEs and operates on an annual budget of almost \$104 million. Services are delivered through 19 divisions, programs and functions that range from Engineering, Capital Projects Management, Design & Construction, Administration, Operations & Maintenance of facilities and roads, Real Estate, Fleet, Transportation, and Airports.

The Position and Ideal Candidate

The Public Works Director provides leadership, administrative oversight and policy direction to the various divisions and organizational units of the comprehensive and broad-based Department of Public Works. The scope of this role incorporates the traditional operations within both public works and general services. This position is appointed by and serves at the pleasure of the Board of Supervisors and is also under the administrative supervision of the County Administrator.

Major Capital projects are a key priority for the Department. The new County Administration building is being planned and projected for completion at the end of 2019. A new Emergency Operations Center is scheduled for completion in 2020. The upgrade and remodel of the West County Jail in Richmond represents a \$95 million investment that includes 400 new beds and related services. This project has an expected completion date of late 2019. The high profile nature of these and other key projects will dictate a close working relationship between the Chief Assistant County Administrator in charge of Capital Projects, the Public Works Director and the Department.

Internal to the Department, there is a need to implement and operationalize more effective, efficient and innovative technology solutions, business/work processes, and service delivery methods. As an internal service provider to county operations, general services related activities must focus on proactive and responsive customer service. The ideal candidate will provide an active, engaged and team based leadership style with a strong operational and administrative background, and a vision for the future. Positive interpersonal strengths will be essential in developing and maintaining effective work relationships with a variety of constituents serviced by this department. The public works and infrastructure responsibilities require partnership and coordination with local, regional, state and federal agencies. The Director will reflect the values and integrity consistent with the Mission, Vision and Values of the Public Works department, and will offer exceptional customer service skills, a proactive and solutions oriented approach to business, and decisive management skills while maintaining a positive and participative organizational tone for the operation.



The position requires at least six years of progressive full-time, or equivalent experience in a managerial capacity in one or more of the following areas: administration, engineering, architectural project management, land acquisition and property management or finance. One year of the required experience must have been in a public agency. Possession of a Bachelor's degree from an accredited college or university with a major in engineering or a closely related field and possession of a valid certificate of registration as a Professional Civil Engineer in the State of California are required. An MS/MA/MPA/MBA is highly desirable and may be substituted for one year of the required experience.

