

ASSISTANT CHIEF INFORMATION OFFICER

Contra Costa County, CA

(Martinez, CA)





THE COUNTY

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, and various California State University campuses. One of California's best community college systems is also located in Contra Costa.

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

THE 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.

DEPARTMENT OF INFORMATION TECHNOLOGY

The Department of Information Technology provides a full range of services to the entire Contra Costa County organization. The seven main business units are: Administration, Customer Service, Information Security, Networking, Operations, Systems and Programming, and Telecommunications.

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The IT team manages the following:

- The central corporate computing complex
- A County Wide Area Network (WAN)
- Numerous Local Area Networks (LANs)
- Providing business and technical consulting services to departments and managers throughout the organization.

The Department of Information Technology has 65 employees and FY2017-18 Total Budget of \$ 9.24 million. For more information on the Department, please visit: <http://www.co.contra-costa.ca.us/195/Information-Technology>

THE POSITION

In May 2017, the Contra Costa County Board of supervisors approved issuing up to \$110 million in construction bonds to pay for a new main county administration building downtown and a new county Emergency Operations Center across town. It is expected the new structures will open in 2019. In conjunction with these major projects, Contra Costa County has re-assessed the current structure of the Department of Information Technology. As a result, the Assistant Chief Information Officer position has been created and will report to the Chief Information Officer.

Under direction of the CIO, the Assistant Chief Information Officer assists the CIO in applying technology solutions to enhance County business, technology strategy and operations, data management, and IT business operations to improve cost efficiency, service quality, customer satisfaction, and IT operational effectiveness, ensuring that the County IT is operating according to best-in-class strategies, processes, standards, and policies. The Assistant Chief Information Officer formulates, develops, plans, organizes, coordinates and directs the administrative operations of the Department of Information Technology, including budgetary and fiscal controls, facilities implementation, County's global information security program, performance management and employee development. This person will also act for the CIO in his/her absence and perform related duties as required.

The top areas of focus for the new Assistant Chief Information Officer are:

- **Operations** – Support the incoming CIO and supervise the day-to-day operations.
- **Administration** – Oversee budget and personnel management. Be proactive with cost control and analysis.
- **External Support** – Provide direct technical support to the Board of Supervisors as needed.
- **Planning** – Assist the CIO in strategizing for future initiatives.

The ideal candidate for the Assistant Chief Information Officer will be a hardworking and confident professional. This person will have a track record of successful management in IT operations. The ideal candidate will have a strong business sense and be willing to negotiate to ensure the best deal for the County.

The new Assistant CIO will have both a strong political acumen and a good sense of humor. He/She will enjoy the opportunity to assist the CIO in transitioning the Department of Information Technology into a new era.

Education and Experience

- Possession of a bachelor's degree from an accredited college or university with a major in computer information systems, public administration, business administration or a closely related field.

Any combination of experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- **Experience:** Four years full time experience in information systems which include two years of senior management and administrative responsibility for information services in a medium to large county, city, special district, State or Federal operations, or in a large, geographically-dispersed, unionized organization.
- **Substitution:** A graduate degree in public administration or business administration may be substituted for one year of the required senior management experience.

- Candidates must possess and maintain a valid California Class “C” driver’s license with a satisfactory driving record, or be able to provide suitable transportation that is approved by the appointing authority. Out of state valid motor vehicle operator’s license will be accepted during the application process.
- Experience working in a strong union environment is preferred.
- While candidates from California are preferred, nationwide candidates from the public and private sector are encouraged to apply.

COMPENSATION

The top of the salary range for this position is \$171,000 with placement dependent upon the qualifications and experience of the selected candidate. In addition to a competitive salary, other benefits currently provided include:

- **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. Employee contributions are based on a percentage of pensionable compensation.
- **Social Security** - The County participated 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 \$625 each 2-year period for qualifying expenses.
- **Deferred Compensation Plan** - County contributes \$85, plus an additional \$150, per month upon qualifying employee contributions.
- **Executive Life Insurance package**
- **Management Longevity Pay**

HOW TO APPLY

Resume review begins **Friday, September 1, 2017**. Please apply **online** at www.allianceRC.com. For assistance, questions and inquiries, please contact:

Sherrill Uyeda or Cindy Krebs

ALLIANCE RESOURCE CONSULTING LLC

400 Oceangate, Suite 480
Long Beach, CA 90802

Telephone: (562) 901-0769

E-mail: suyeda@alliancerc.com
ckrebs@alliancerc.com



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