



Contra Costa County

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invites your interest for the position of

**DIRECTOR OF
FINANCE**

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 residents, 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.



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 more than 10,000 employees and a total FY2021/22 budget of over \$4 billion with a General Fund of \$1.85 billion.

The Position and Ideal Candidate

The Finance Director reports to the County Executive and plans and leads the development of the County wide budget. In providing the CAO with service delivery and allocation guidance that address Board of Supervisors' priorities, the position focus is to monitor the County's fiscal condition on an on-going basis, manage financial planning and fiscal policies at a sustainable level, maximize county reserves, review and analyze the fiscal impact of proposals or projects, and to assist and advise county executive leadership on the overall coordination of county, special districts, enterprise and county service area budgets. The Director also oversees capital project planning and financing and coordinates the County's debt administration/debt issuance programs. Additionally, the Finance Director works closely with and provides guidance to the Labor Relations staff within the CAO's office and prepares the fiscal projections for labor negotiations.



As the overall budget activities have a year-round focus, leadership and relationship building are key attributes, as the Finance Director is expected to closely work with county executives, department managers and fiscal staff in identifying and utilizing best practices for budgeting, fiscal management and training. Methods to enhance revenue forecasting models, on-going budget monitoring capabilities including tracking of employee benefit costs and active oversight of debt administration are continual priorities. This position serves the key contact for the County's pension agency, monitors long term allocations for proceeds of Measure X, a countywide tax ordinance, serves as the point person on the County's Finance Committee and is a steering committee member of the County's financial system upgrade to Workday.

The nature of this role requires a relationship based and collaborative leader with excellent communication, interpersonal and financial skills. A strong foundation of financial analysis and planning skills combined with solid project management are essential in working with a wide array of county staff. As with all county executives, the Finance Director will possess a value system that engenders trust and confidence, and embodies a commitment to racial equity, diversity, and inclusion.

This position requires a baccalaureate degree from an accredited college or university with a major in business or public administration, finance, accounting, economics or a closely related field along with five (5) or more years of full time leadership or equivalent experience in administrative analysis, budget analysis, or financial management in a large complex public agency, including three years' experience supervising or managing professional level staff. Desirable characteristics would include a lead role in budget development in a California urban county, familiar with practices and policies of Government Finance Officers Association and licensed certified public accountant.

Compensation and Benefits

The salary range for this position is \$227,308 - \$319,865 annually, DOQ. The County offers a competitive benefits program that includes the following:

- ◆ 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.
- ◆ Health Insurance - A variety of subsidized medical, dental, and vision plans are offered.
- ◆ 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 paid holidays per year.
- ◆ Executive Professional Development Reimbursement - Eligible for reimbursement of \$925 each 2-year period for qualifying expenses, including the purchase of job-related technology devices or software. An additional \$750 per fiscal year is available through Career Development Training, which requires some cost sharing.
- ◆ Deferred Compensation Plan - County contributes \$85, plus an additional \$150 per month upon qualifying employee contributions to a 457 plan.
- ◆ Executive Life Insurance Program.
- ◆ 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, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this recruitment is November 29, 2021.

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.