

Contra Costa County

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invites your interest for the position of

**ASSISTANT CHIEF
INFORMATION OFFICER**

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.



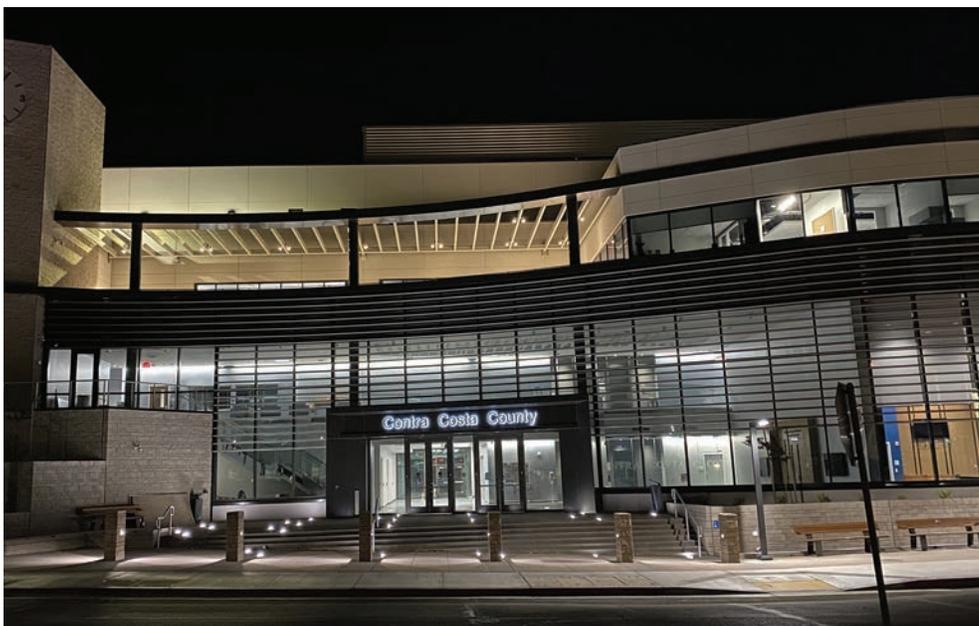
The County contains 19 incorporated cities and includes a variety of urban, suburban, industrial, agricultural, and port areas. Substantial portions of the County are served by the San Francisco Bay Area Rapid Transit (BART), which has contributed to significant residential and commercial development. 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 and the Employment & Information Technology Department

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 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 27 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 Information Technology Department is committed to providing a full range of Information Technology services to the entire Contra Costa organization. Their team manages the central corporate computing complex, a countywide Wide Area Network (WAN), and numerous Local Area Networks (LANs). The County has a reputation for being a leader in the field of technology. Their breakthrough work within client technology has been shared throughout the world by both the private and public sectors. Its Business Units include Administration, Information Security, Networking, Operations, Systems & Programming, and Telecommunications.

The Position and Ideal Candidate

This Assistant CIO serves as the chief operational officer with day-to-day oversight responsibilities for the IT department. A second Assistant CIO serves as the County's Chief Security Officer as both positions report to County Chief Information Officer (CIO). The Assistant Chief Information Officer will assist 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. This position will play a critical role in ensuring County IT is operating according to best-in-class strategies, processes, standards, and policies. He/she will formulate and coordinate the department's operations including budgetary and fiscal controls, facilities implementation as well as performance management, employee development, and succession planning.



The Assistant CIO must deliver proactive, service-oriented technology solutions in supporting the diverse and unique needs of the various operating departments within county government. This individual will be ready to step in and make an immediate impact by providing cohesive, responsive, and exceptional technology leadership and support to county operations. This includes establishing and providing exceptional customer service, instilling a sense of focus and urgency to service initiatives, and creating an internal culture of performance and service excellence that collectively result in enhanced customer satisfaction and efficient provision of technology services. Flexibility is critical as is the need to recognize constraints within the governmental process.

Operationally, several key initiatives will be the focus of the department which include an upcoming network redesign and completion of a Microsoft 365 migration from the current legacy systems. This will require excellent project management, team building, leadership and influencing skills from the department's management team and project leads in the efforts to implement, operationalize, and trouble shoot the new software. A mainframe migration of the public safety radio system, a revamp of the data center and the integration of state-of-the-art electrical improvements round out the forthcoming priorities. Additionally, several departments will be moving to new offices and there will be many technical aspects in which IT will play a substantial role.

The ideal candidate for this position will be an experienced professional with a broad-based technology background and one who understands governmental protocols. The new leader is expected to leverage the team in place, while energizing the department and imparting a level of trust with staff. Staff development and succession planning efforts are also a priority. A collaborative management style will be essential towards establishing positive relationships with all key stakeholders. He/she will be a strategic thinker with a track record of success who brings high levels of vision and innovation along with a proven ability to operate in a fast paced, fluid, and dynamic operational environment.

The required background for this role includes at least four (4) years of increasingly responsible full-time experience in an information technology program with a minimum of two (2) years in a management capacity in a medium to large county, city, special district, or State or Federal operation. A Bachelor's degree from an accredited college or university in computer science, business administration, public administration or a closely related field is also required.

Compensation and Benefits

The salary range for this position is \$181,080 - \$220,116 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.
- ◆ Remote Work Schedule – This position is eligible to participate in a hybrid remote work schedule with approval by the department director. A typical remote schedule can consist of 40% remote work and 60% onsite once the employee is acclimated to the department and settled in their new role. If participating in a remote work schedule, the employee is expected to live within 200 miles of the work location.



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 position will be April 8, 2022, although applications for this position will be evaluated on a weekly basis.

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.