



Contra Costa County

**Contra Costa County**  
*invites your interest for the position of*  
**EMPLOYMENT & HUMAN  
SERVICES - DEPUTY DIRECTOR  
OF THE COMMUNITY SERVICES  
BUREAU**



## 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 & Human Services 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 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 in 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 30 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 11,100 employees and a total FY2023/24 budget of over \$5.5B with a General Fund of \$2.24B. Contra Costa County is committed to Racial Equity, Inclusion and Social Justice within all county operations and is dedicated to the advancement of key initiatives and efforts in support of this essential mission.



The Employment & Human Services Department (EHSD) is committed to promoting the social and economic self-reliance of individuals and families through personal responsibility and self-sufficiency by providing a variety of services and programs aimed at improving the lives of children, adults, families, and the elderly. EHSD is the second largest department in Contra Costa County with programs and services offered throughout the County by 1937 staff members. Its Bureaus include Children & Family Services, Aging & Adult Services, Workforce Services, Community Services, the Workforce Development Board and Administrative Services.

## The Position of Deputy Director, Community Services

The Community Services Bureau (CSB) serves as the Community Action Agency for Contra Costa County and is the largest childcare provider in the county. Services to families include early learning, school readiness, nutrition & health, mental health, disabilities, energy assistance, family support, and on-the-job training. Child services are provided in 12 directly operated and 23 partner childcare sites across the county, with the largest program being the Child Development Program funded by the State of California. The county utilizes blended Federal Head Start, Early Head Start, and State Child Development funds to provide early childhood education services. The CSB operates with a staffing level of 277 FTE's and an annual operating budget of almost \$103.4 million with 100% of the budget reimbursed through the federal and state government.

The Deputy Director of Community Services reports to the Director of the CSB and manages all aspects of the expansive Head Start effort including oversight of center-based childcare for the more than 1,900 available openings at multiple locations throughout the county. The Deputy administers and manages service and facility contracts, programs, risk management, and various fiscal responsibilities including budgets, and grant management, with oversight of staff and contractors that deliver frontline services. The core mission is to reduce disparities and inequalities in education and the new incumbent is expected to embody the values and commitment consistent with that mission.

The county's Head Start programs have historically been well run and highly regarded programs although were challenged by the impact from the Covid pandemic and both teacher and staff shortages. The complexities related to those issues, and with the administration of Head Start programming will require exceptional skills with contract management and project management, along with an in-depth knowledge of the regulatory environment of Head Start programs.

The new Deputy Director will be a collaborative, team oriented and progressive leader with strong communication skills. The ideal candidate will be a critical thinker that is effective in developing and maintaining positive relationships through proactive communication, diplomacy, and high levels of empathy and one that possesses a value system that engenders trust and confidence and embodies a commitment to racial equity, diversity, and inclusion. Budget and financial acumen with experience dealing with the complexities of federal and state regulatory and financial guidelines are expected.



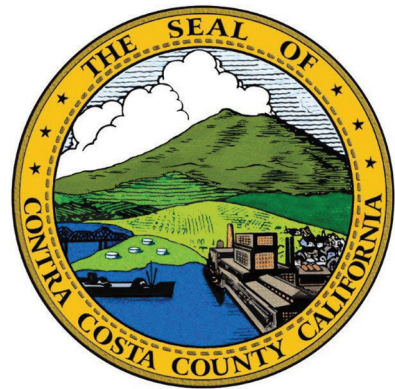
The required background for this role includes any combination of education and experience that would likely provide the required knowledge, skills, and abilities. A typical way to obtain the knowledge, skills, and abilities would be completion of a Master's degree from an accredited college or university with a major in Social Work, Counseling, Social or Behavioral or Health Sciences, Business or Public Administration or a closely related field along with four or more years of full-time public administration experience including responsibilities for supervision, program services operations, service delivery evaluation, and regulatory compliance. Two years of the above experience must have been at a managerial level. Possession of a Bachelor's degree from an accredited college/university with a major in the above listed areas and one additional year of the required listed experience may be considered in lieu of the Master's degree. Preference is provided to applicants who have, or have the ability to obtain, a Program Director permit from the California Commission on Teacher Credentialing (CTC).



## Compensation and Benefits

The salary range for this position is \$135,708-\$164,954 annually, DOQ. Additionally, this position will receive a 5% COLA adjustment in July 2024. 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.
- ◆ Holidays - 11 paid holidays per year.
- ◆ Executive Professional Development Reimbursement - Eligible for reimbursement of \$625 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/](http://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 is September 11, 2023.

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](mailto:paulk@averyassoc.net) or Bill Lopez at 408.888.4099 or by email: [williaml@averyassoc.net](mailto:williaml@averyassoc.net). For more information on the County of Contra Costa, visit its website at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).