



Contra Costa County

**Contra Costa County**

*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 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 Public Works 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 Public Works Department operates with an FY 2023/24 all funds budget of over \$280 million with a staffing allocation of 570 FTEs. Under the

leadership of the Director, a Chief Deputy Director and four Deputy Directors, 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 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.



Key priorities for the department focus on the critical importance of recruitment and retention efforts. Hiring needs are acute in the areas of senior level engineering & construction managers resulting in a backlog of funded Capital Improvement Projects. Organizational continuity is also essential as project lifecycles often span a several year period.

The emphasis on the CIP continues to be a priority with key projects including the development of the Community Service Hub, development of the West County Reentry, Treatment and Housing facility, and construction of a new air terminal at Buchanan Field. The high-profile nature of these and other key projects will dictate a close working relationship with the new Director and County Administrator's office. 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, collaborative and progressive leadership style including strong administration and project management expertise. The Director will be a critical thinker that is effective in developing and maintaining positive relationships through proactive communication, diplomacy, and high levels of empathy and operates with a proactive and solutions-oriented approach to business. The selected candidate will have an awareness of and respect for cultural diversity, be effective and responsive in politically and ethnically diverse environments and accomplished at maintaining cooperative relations with diverse communities. He/she will also possess a value system that engenders trust and confidence, and embodies a commitment to racial equity, diversity, and inclusion.



This position will require a background including six (6) or more years of progressive full-time, or its 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 with at least one (1) year of that experience with 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 along with Registration as a Professional Civil Engineer in the State of California are also required for this role. An MS/MA/MPA/MBA is highly desired and may be substituted for one (1) year of the experience requirement.

## Compensation and Benefits

The salary range for this position is \$207,324 - \$252,004 annually, DOQ. Additionally, this position has been approved for a 5% COLA adjustment in July 2024 & July 2025. 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-accrual 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 \$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.



**For more information on the County of Contra Costa, visit its website at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).**

## 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 November 27, 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 Kristi Ward at 408.507.9378 or by email: [kristiw@averyassoc.net](mailto:kristiw@averyassoc.net).