



Contra Costa County

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*invites your interest for the position of*

**DEPUTY DIRECTOR OF  
PUBLIC WORKS**



## 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 \$280M 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 18 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**

As one of four Deputy Public Works Directors, this position is responsible for the areas of Capital Project Management, Real Estate, and Facilities/Buildings, functions typically considered general services operations. The Deputy will oversee a staff of three direct reports and 163 staff within the three divisions.

The key priorities for this role are diverse and wide ranging, requiring a strong leader with experience managing these functional responsibilities. There will be a major emphasis in the areas of capital planning and project delivery, portfolio management of county real estate, and with the operational aspects of managing, maintaining, and administering county buildings and facilities. In capital planning, there exists a strong interrelationship with the county CAO's office where oversight of major, high visibility county projects is handled. This requires significant levels of communication and coordination with that office. Additionally, hiring of experienced construction managers to support a backlog of funded Capital Improvement Projects will be a focus area. In the facilities domain, knowledge of the wide range of regulatory and environmental considerations, especially in managing and maintaining vertical assets, is required for the new deputy.

Organizationally, the challenges of recruitment and retention are of critical importance as continuity is essential for extensive project lifecycles. Internally, 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 activities must also focus on proactive and responsive customer service and ensure a close communication and work relationship with its customers.

The ideal candidate will be an active, engaged, collaborative and progressive leader with strong administration, budget, and project management expertise, and with an exceptional track record for customer service. A proactive communicator, with exceptional listening and strong writing skills, and one that operates with high levels of diplomacy, empathy, and a solutions-oriented approach will provide an excellent profile for this assignment. 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.



### **Qualifications**

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, general services, facilities/building maintenance, 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 business or public administration, engineering or a closely related field is required for this role. Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. 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 \$160,745 - \$195,387 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 has been extended to May 3, 2024.

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).