

CONTRA COSTA COUNTY

Deputy Clerk-Recorder

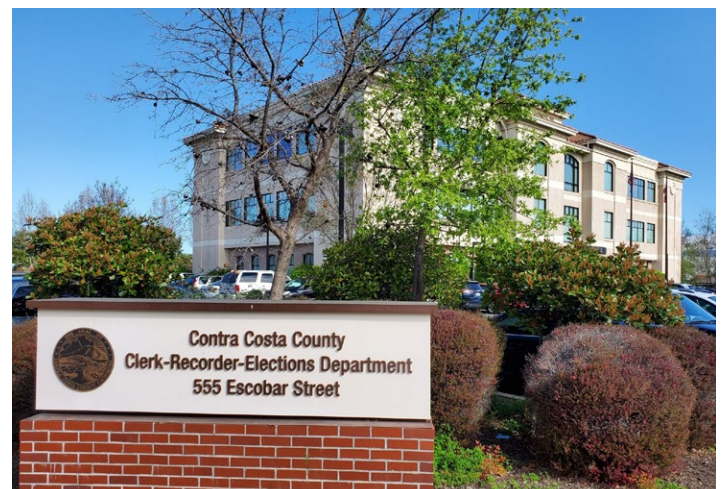


CONTRA COSTA COUNTY

Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California. It is one of nine counties in the San Francisco-Oakland Bay Area, and covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay easterly about 50 miles to San Joaquin County. Contra Costa County is one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven primarily by the need to provide services to an increasing local population and the presence of relatively high-wage skilled jobs.

The County has one of the State's most heterogeneous populations, rich in ethnic, cultural, and socioeconomic diversity. With a current population in excess of 1.1 million, Contra Costa County is the ninth most populous county in California. The City of Martinez is the County seat and the location of the County's administrative offices.

Contra Costa County includes a varied urban, suburban, industrial, agricultural, and port areas and includes 19 incorporated cities. A large part of the county is served by the Bay Area Rapid Transit District (BART), which has helped enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State University campuses are within driving distance of Martinez.



THE POSITION

The Clerk-Recorder-Elections Department is located in downtown Martinez in our state-of-the-art facility. The department has three divisions: the Clerk-Recorder Division, the Elections Division, and the Administration Division. The Deputy Clerk-Recorder directly oversees the Administration Division. The department has a total of 81.5 full time employees and a \$27.5 million budget.

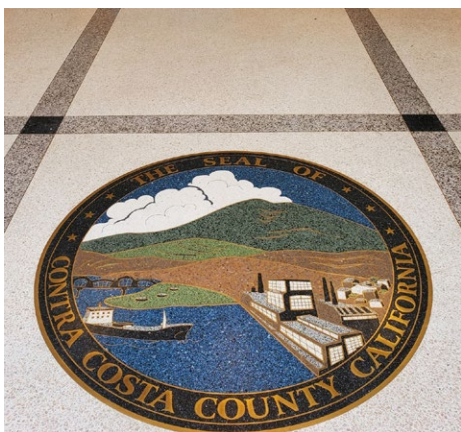
The County Clerk Division performs marriage ceremonies, files Fictitious Business Name Statements and Notary Bonds, registers public marriages and issues certified copies of all vital records and public notices of filed environmental documents.

The County Recorder Division records, preserves, and archives official documents relating to real property in the County and creates and maintains an index for the public to search and locate County-recorded documents.

The Elections Division promotes, conducts, and maintains voter registration, conducts federal, state, and local elections for the constituents of Contra Costa County, verifies signatures on initiative, referendum, and recall petitions, and files and certifies candidate nomination papers.

The Deputy Clerk-Recorder is responsible for assisting the Clerk-Recorder in directing the overall operations of the Department and serves as the County Clerk-Recorder in their absence. This person is essentially the Chief Operating Officer of the Department. The Deputy County Clerk-Recorder is excluded from the merit system.

To learn more go to:
contracosta.ca.gov | [FY20 County Budget Document](#)



Recreation within the county varies from fishing, boating, and water skiing in the Sacramento-San Joaquin rivers to hiking, horseback riding, and camping in Mt. Diablo State Park. Recreational areas, including the wine country of Napa and Sonoma counties, the picturesque seaside communities of Carmel and Monterey, and the Sierra-Lake Tahoe mountain region are also within driving distance of the county.

The County of Contra Costa provides a full range of services through 29 departments or offices such as Employment and Human Services, Fire Protection Districts, Child Support Services, Sheriff, Public Works, and Probation. **The Deputy Clerk/Recorder is a direct report to the County Clerk, an elected position.**

IDEAL CANDIDATE

The ideal candidate will possess characteristics and values that will bring long-term benefit to the management of the Department, including **integrity, credibility, a positive attitude, teamwork, excellence, and vision.** Technical skills, such as budgeting and financial management skills, are critical for this position. An aptitude for learning, particularly the nuanced details of running a Clerk-Recorder's office, is essential. The successful candidate needs strong interpersonal skills with a common-sense problem-solving approach to management. Previous experience in labor relations would be preferred. A self-starter who shows resourcefulness and strong project management experience will be successful in this role. Finally, the ideal candidate will be politically astute and be comfortable managing relationships with other departments and with elected officials throughout the County and the State.

EDUCATION AND EXPERIENCE

Possession of a Baccalaureate Degree from an accredited college or university with a major in public or business administration or a closely related field is required.

Six (6) years of full-time (or the equivalent of full-time) experience performing progressively responsible professional, managerial, administrative, budgetary, personnel, and technical duties, with at least three (3) years preferred to have been performing duties directly related to County Clerk, Recorder, or Elections functions. Three (3) years must have been in a supervisory capacity.

COMPENSATION AND BENEFITS

Negotiable between **\$131,820 – \$176,652.**

- **Retirement** – The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which is reciprocal with other 1937 Act county retirement systems, CalPERS and systems with CalPERS reciprocity. Employee contributions are based on age at date of hire with the County or another employer with a reciprocal retirement system.
- **Social Security** – The County participates in Social Security and Medicare.
- **Medical Insurance** – A variety of medical and dental plans are offered.
- **Life Insurance** – County program is provided; employees may subscribe to a voluntary supplemental program.

- **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-accrualable 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 holidays per year.
- **Executive Professional Development Reimbursement** – Eligible for reimbursement of \$925 each 2-year period for qualifying expenses.
- **Deferred Compensation Plan** – County contributes \$85 per month, plus an additional \$150, upon qualifying employee contributions.
- **Executive Life Insurance package**
- **Management Longevity Pay**

APPLICATION AND SELECTION PROCEDURE

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Monday, May 4, 2020**.

Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application:
<https://executivesearch.cpshr.us/JobDetail?ID=636>

For further information contact:

CPS HR CONSULTING

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the County Clerk-Recorder. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

