

CONTRA COSTA COUNTY

Chief Operating Officer – County Clerk-Recorder's Office

(Official Title: Deputy Clerk-Recorder)





ABOUT THE DEPARTMENT

The COO is responsible for directing the overall operations of the Department and serves as the County Clerk-Recorder in their absence. The COO is excluded from the merit system and reports directly to the County Clerk-Recorder, an elected position. In addition to the administrative functions of the position, the COO will oversee special projects and programs, represent the Department to a variety of conferences and committees, conduct legislative research and analysis, and liaise with numerous County and State agencies.

The Clerk-Recorder-Elections Department is located in downtown Martinez in a new state-of-the-art facility. The Department has two divisions: the Clerk-Recorder Division and the Elections Division. The Department has a total of 81.5 full time employees and a \$28.5 million budget.

To learn more go to:

contracostacore.us | [FY21 County Budget Document](#)

The **County Clerk-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 official documents. This division also issues marriage licenses, performs civil marriage ceremonies, files Fictitious Business Name Statements and Notary Bonds, registers public marriages, issues certified copies of all vital records and provides public notices.

The **Elections Division** promotes, conducts, and maintains voter registration, conducts federal, state, county 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.

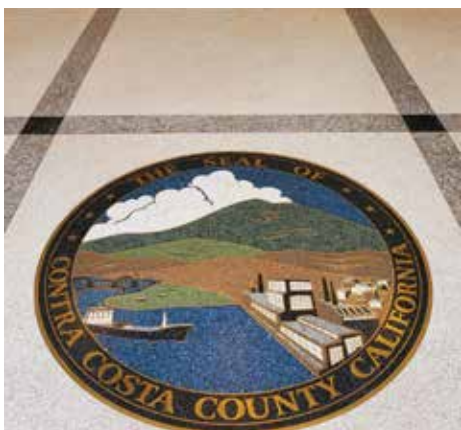
CONTRA COSTA COUNTY

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. Contra Costa County has 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 of Contra Costa provides a full range of services to its constituents through 27 departments. The County has a five member Board of Supervisors and five elected department heads, including the County Clerk-Recorder.

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. The Chief Operating Officer should expect to work out of the Clerk-Recorder-Elections facilities in Martinez.

Contra Costa County includes 19 incorporated cities with 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, University of California at Davis and various California State University campuses are within driving distance of Martinez.





Outdoor recreation within the county varies from hiking, biking, horseback riding, and camping in Mt. Diablo State Park and surrounding foothills to fishing, boating, and water skiing in the Sacramento-San Joaquin Rivers. Recreational areas, including the wine country of Napa and Sonoma counties, the museums, galleries and attractions of San Francisco, the picturesque seaside communities of Santa Cruz, Carmel and Monterey, and the Sierra-Lake Tahoe mountain region are within driving distance of the county.

The Clerk-Recorder Department provides outstanding services to the constituents of Contra Costa County and continuously looks for new opportunities to expand/improve these public functions.

The next COO should be willing to take chances, prototype solutions, and push boundaries to achieve the organizational goals of the elected County Clerk-Recorder.

IDEAL CANDIDATE

The County Clerk-Recorder is looking for a jack-of-all-trades for this executive level administrative position. The COO should have extremely strong experience in the following areas:

- Project management
- Familiarity with pertinent California law
- Interpersonal relations and communication
- Budget administration and financial management
- Organizational strategy and redesign
- Public focus and customer service
- Leadership development and training

While in-depth knowledge of a Clerk-Recorder's office is not required, it would be useful in this role. More important than a career in a Clerk-Recorder's office are the management skills necessary to run a large government department. 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, are critical for this position. An aptitude for learning is essential, particularly the nuanced details of running a Clerk-Recorder and Elections office.

A successful candidate will demonstrate strong interpersonal skills with a common-sense problem-solving approach to management. A self-starter who shows resourcefulness and strong project management experience will excel in this role.

Finally, underlying all technical and administrative knowledge and experience, the ideal candidate must have a strong public service focus as well as the desire to "make a difference" in the lives of the residents of Contra Costa County. The ideal candidate will be politically astute and comfortable managing relationships with other department heads and elected officials throughout the County (such as Human Resources, Labor Relations, County Counsel and the County Administrator's Office) as well as various departments of the State of California. Previous administrative or management experience with a unionized workforce would be preferred.

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 **\$135,774 – \$181,951**. An additional 3% COLA (cost of living adjustment) on July 1, 2021.

- **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** – A County program is provided; employees may subscribe to a voluntary supplemental program.
- **Long Term Disability** – A 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 an accumulation of 40 hours.
- **Holidays** – 10 paid 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

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 **Friday, April 2, 2021**. 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://www.cpshr.us/recruitment/1760>

For further information contact:



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anelson@cpshr.us
Website: www.cpshr.us

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.

