

CONTRA COSTA COUNTY

# Information Systems Division Director – Enterprise Systems







## THE POSITION

The Information Systems Division Director (Division Director) formulates, develops, plans, organizes, coordinates, and directs the staff and operations for one of the Divisions in the Department of Information Technology. The Department is organized into three divisions: Technical Services, Telecom, Enterprise Systems. This role is dedicated to the management of the **Enterprise Systems Division**.

Some of the duties of this position include:

- Developing equipment and software replacement plans including Request for Proposal (RFP's) for appropriate selection and recommends acquisition of equipment to the CIO/Director and ACIO.
- Conferring with programmatic and management staff on facilities, fiscal, administrative staff, and organizational development matters pertaining to Department operations.
- Advising and making recommendations to the CIO/Director and ACIO regarding issues of labor relations as they relate to the Division.
- Representing the Information Technology Department as determined by CIO /Director and ACIO.

The Division Director supervises 25+ employees within the Enterprise Systems Division and manages a budget totaling \$5 million.

### **About the Department of Information Technology**

The Contra Costa County Department of Information Technology provides a full range of services to the entire organization. Its team manages the central corporate computing complex, the County Wide Area Network (WAN), numerous Local Area Networks (LANs), and provides business and technical consulting services to departments and managers throughout the organization.

The department provides services in Administration, Operations, Customer Service Center, Systems & Programming, Desktop and Network Services, Information Security, Public Safety Radio System over the Countywide Microwave System, and Telecommunications and Wide Area Network. The Department has 86 full time staff positions allocated in the budget (72 currently filled) as well as 10-15 temporary or contract staff to provide assistance 24 hours a day, 7 days a week in order to meet the County's needs.

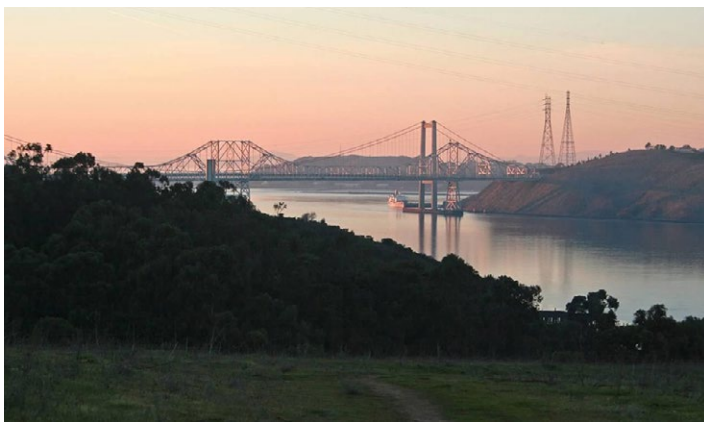
## CONTRA COSTA COUNTY

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. The Information Systems Division Director should expect to work out of county facilities in Martinez.



To learn more go to: [contracosta.ca.gov](http://contracosta.ca.gov) | [FY21 County Budget Document](#)



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.

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 23 departments or offices.

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## IDEAL CANDIDATE

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The ideal candidate will have a strong technical foundation and demonstrable experience in an information technology management role, preferably in a government setting. The Division Director will have an executive presence; strong leadership and communication skills (particularly the ability to translate technology issues to various audiences of non-experts); and the ability to build effective, collaborative teams. This person should have a commitment to continuous learning through continued industry training. The County is looking for a technology partner who can champion the vision of the Department of Information

Technology, who is adaptable to rapid and changing demands, and is a catalyst who drives innovation. As a leader in the department, the Division Director will make equity, diversity, and inclusion a priority in the hiring, training, and long term development of the division's staff.

Strong administrative skills, such as budget preparation, as well as management skills like developing organizational strategy or policies, conflict management, and experience giving public presentations, are desirable.

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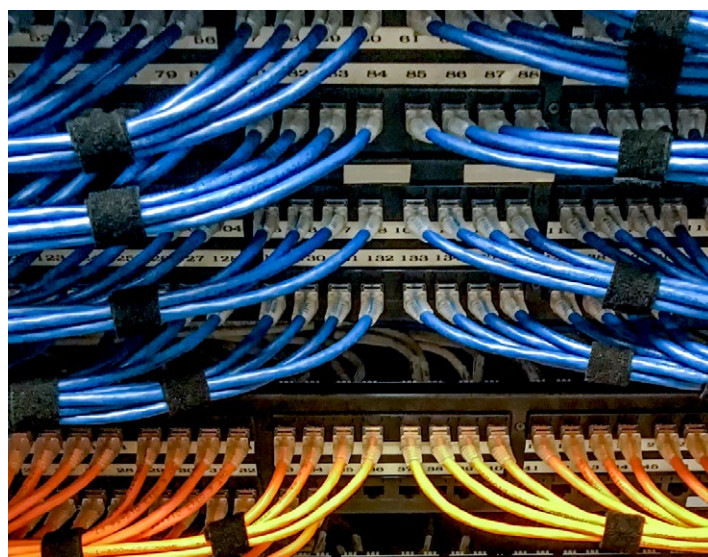
## EDUCATION AND EXPERIENCE

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Competitive applicants will possess a Bachelor's degree from an accredited college or university with a major in Computer Science, Public Administration, Business Administration, or a closely related field.

The Division Director should have at least four years of professional experience, preferably in a government organization, two years of which must be in a senior management position or responsible administrative role. Relevant experience could include ERP systems (like PeopleSoft), GIS, legacy systems (Mainframe), Enterprise Content Management, Desktop Applications, Database, CRM, and related systems. Knowledge of application security is desirable.

Professional credentials such as a certificate in management, project management professional, or applications/systems certificate are preferred.







## COMPENSATION AND BENEFITS

Negotiable within the hiring range of **\$118,094 to \$136,709**. The County cannot exceed this range. Relocation costs are not authorized for this position.

The County has approved a 3% cost of living adjustment that will take effect 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** – 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-accruable 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 \$625 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 **Friday, March 5, 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://executivesearch.cpshr.us/JobDetail?ID=1751>

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 Chief Information Officer. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

