

CONTRA COSTA COUNTY

# Information Systems Division Director – Technical Services





## 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 has three Division Directors, including Technical Services, Telecom, and Enterprise Systems. This role is dedicated to the management of the **Technical Services Division**.

Some of the duties of this position include:

- Developing equipment and software replacement plans including Request for Proposal (RFPs) for appropriate selection and recommending 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 16 employees within the Technical Services Division, including four direct reports.

### 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 Project Management, 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 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. 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.



To learn more go to: [contracosta.ca.gov](http://contracosta.ca.gov) | FY22 Recommended 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. This person should have practical business acumen with the ability to balance the technical requirements needed for robust enterprise applications, while at the same time providing a nimble framework which County departments may use to achieve their operational objectives. The Division Director will have an executive presence, excellent communication skills (particularly

the ability to translate technology issues to various audiences of nonexperts) and build effective teams. The ideal candidate will: be agile in their approach to solving problems and firm in their application of solutions and policies; can influence change without leveraging authority; and clearly report outcomes using organizational metrics and benchmarks. As a leader in the department, the IS Manager will make equity, diversity, and inclusion a priority in the hiring, training, and long-term development of the division's staff.

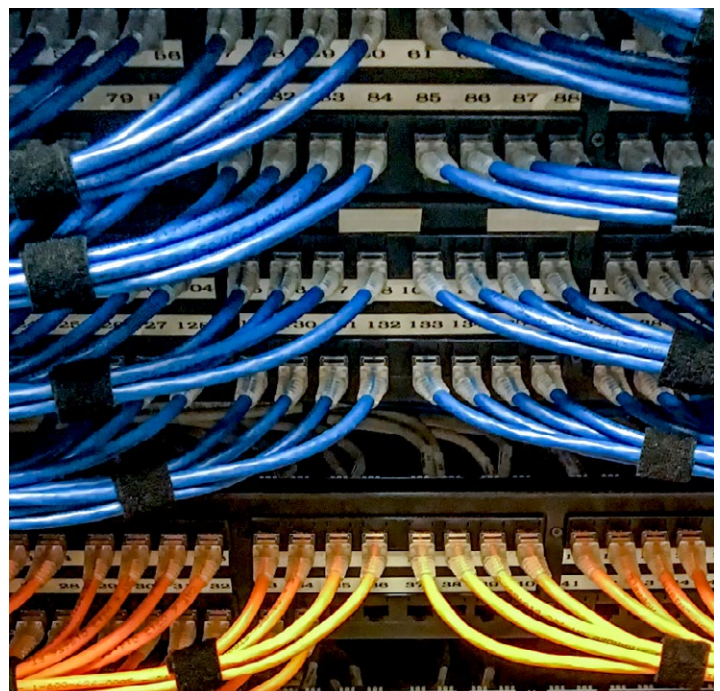
The Division Director should have at least two years of senior management and administrative experience in a medium to large organization. This could include technical services like networking, WAN, helpdesk, data center operations, desktop support, database management and servers. An individual with experience in government is preferred.

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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. Applicants should have at least four years of full-time experience, including two years of experience in a supervisory role.





## COMPENSATION AND BENEFITS

Negotiable between **\$121,637 - 147,851**.

- **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 **Monday, August 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.cps hr.us/recruitment/1807>

For further information contact:

**CPS HR CONSULTING**

Andrew Nelson  
CPS HR Consulting  
[anelson@cps hr.us](mailto:anelson@cps hr.us)  
Website: [www.cps hr.us](http://www.cps hr.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 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.

