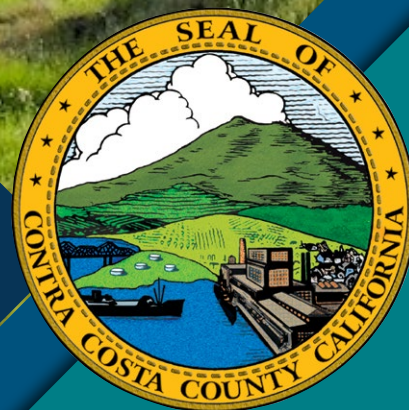


CONTRA COSTA COUNTY

Information Systems Manager I

\$105,017 - \$140,732 annually



THE POSITION

The Information Systems Manager I manages an independent information systems work unit within the Department of Information Technology with a specific focus on Network and Endpoint Services, such as servers (both virtual and physical), computers, desktop support, Office 365, email, cloud services, SharePoint, MS Teams, and security tools like Crowd Strike, Tanium/MFA.

Some of the duties of this position include:

- Establishing schedules and methods for providing technical support services
- Assigning relevant activities for application development, network administration, database analysis, and/or systems security
- Supervising the work of staff involved in implementing program applications, maintaining network hardware and software, and providing support to system users
- Recommending and implementing solutions to problems or designing systems as needed
- Managing the assigned project budgets and ensuring the quality and timeliness

The IS Manager supervises 8-10 employees within the Technical Services division.

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.

To learn more go to: contracosta.ca.gov | [FY22 Recommended County Budget Document](#)

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.



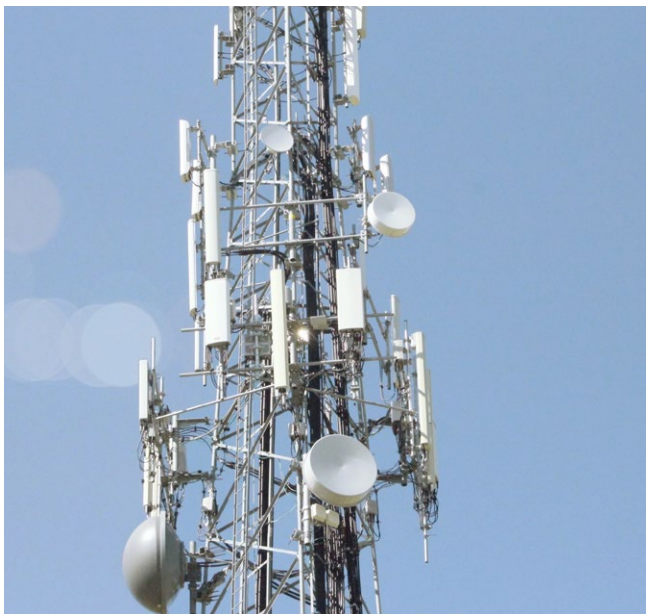
Contra Costa County includes a varied urban, suburban, industrial, agricultural, and port areas and includes 19 incorporated cities. A large part of the County is served by the Bay Area Rapid Transit District (BART), which has helped enable significant residential and commercial development. Prestigious 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.

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 27 departments or offices.

IDEAL CANDIDATE

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 endpoint needs, while at the same time providing a nimble and customer-friendly framework which county departments may use to achieve their operational objectives. 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 their staff.



The IS Manager should have at least two years of experience in a medium to large organization. This could include services like Office 365/MS Teams/SharePoint management, cloud services, security tools (like Crowd strike/Tanium/MFA), deploying tools and troubleshoot on desktops, mobile devices, etc.; and maintenance of both virtual and physical servers. An individual with experience in government is preferred.

EDUCATION AND EXPERIENCE

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 three years of full-time experience, including one year of experience in a supervisory role.

COMPENSATION AND BENEFITS

Negotiable between **\$105,017 - \$140,732**.

- **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 \$750 each 2-year period for qualifying expenses.
- **Deferred Compensation Plan** – County contributes \$85 per month, plus an additional \$150, upon qualifying employee contributions.
- **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 **Thursday, August 26, 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/1812>

For further information contact:
Andrew Nelson
CPS HR Consulting
anelson@cps hr.us
Website: 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.