



Contra Costa County
*Department of Employment and
Human Services*

*invites your interest
for the position of*

**Director of
Community
Services
Bureau**



The County of Contra Costa

Located in northern California, Contra Costa County covers approximately 733 square miles extending from the northeastern shore of San Francisco Bay east to San Joaquin County. With a population of just over 1 million, the County is among the ten most populous counties in California and home to one of the State's most ethnically, culturally, and socioeconomically diverse populations. It has one of the fastest growing work forces among Bay Area counties, with growth in its employment base being driven by the need to provide services to an increasing population and the presence of relatively high-wage skilled jobs.



The County contains 19 incorporated cities and includes a variety of urban, suburban, industrial, agricultural, and port areas. Substantial portions of the County are served by the San Francisco Bay Area Rapid Transit (BART), which has contributed to significant residential and commercial development. Contra Costa is home to numerous attractions, including wildlife refuges, state parks, historic sites, and a variety of museums. Mount Diablo, a 3,849-foot peak at the north end of the Diablo Hills, is popular with outdoor enthusiasts, as are hiking, biking, horseback riding, boating, and other activities. The wine country of Napa and Sonoma Counties, picturesque seaside communities such as Carmel and Monterey, and the Sierra Lake Tahoe region are all within driving distance of Contra Costa.

Several prestigious public and private academic institutions are also located nearby, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, San Jose State University, and California State University, East Bay. One of California's best community college systems is also located in Contra Costa County.

County Government and the Employment & Human Services Department

Contra Costa County was created in 1850 as one of the 27 counties formed at the time of California's statehood. The County Seat and County's Administrative Offices are located in the City of Martinez. Contra Costa County is governed by an elected five-member Board of Supervisors and includes a variety of citizen commissions, committees,



and other entities that advise the Board and County staff of issues and policy. The County Administrator is responsible for the day-to-day operations of the County, including overseeing implementation of Board directives; planning, monitoring, and overseeing County operations; supervising appointed Department Heads; and preparing the annual budget, among other tasks.

The County provides a full range of services through 25 County

departments divided into the service areas of Public Protection, General Government/Municipal Services, Health and Human Services, and Special Districts and Authorities. It has just shy of 11,000 employees and a total FY2020/21 budget of \$4.5 billion with a General Fund budget of \$1.8 billion.

The Employment & Human Services Department (EHSD) is the second largest department in Contra Costa County. Its Bureaus include Children & Family Services, Aging & Adult Services, Workforce Services, Community Services, the Workforce Development Board and Administrative Services. The programs and services are offered throughout the County from 40 locations by more than 2,000 staff members.

The Position and Ideal Candidate

The Community Services Director (CSD) oversees and directs Contra Costa County's anti-poverty and community services programs which are designed to alleviate the causes and results of poverty. These programs include the federal Head Start, state Child Development programs, Weatherization programs, and working closely with the County's Economic Opportunity Council in the administration of federal Community Services Block Grants. The CSD reports to the County's Director of Employment & Human Services, while managing three divisions with a staff of 297 FTE.



The Community Service staff is very capable and competent in delivering programs and services to their clients. The County's Head Start and Weatherization efforts are both well run, effective and highly regarded programs. Their efforts can be further enhanced through a closer alignment with the EHSD operation. The CSD will need to be a collaborative, team oriented and progressive leader with strong communication skills, possessing a value system that engenders trust and confidence and embodies a commitment to racial equity, diversity, and inclusion. The Covid-19 pandemic has adversely affected many of the services provided by

this Bureau and a key priority is to find effective and safe means to manage Head Start staffing and keep child care centers open.

The diverse nature of programs and oversight within this Bureau will require exceptional project management skills with strong experience in contract management and working with a variety of stakeholders. The additional complexities of dealing with the wide array of regulatory guidelines at the federal, state, and regional levels require excellent administrative expertise to ensure compliance. Relationship building through proactive communication, diplomacy, and high levels of empathy are essential in effectively managing the competing financial needs and divergent interests associated with the wide variety of constituents.

This position requires a Bachelor's degree from an accredited college or university with a major in business or public administration, social work, urban studies, behavioral science or a closely related field along with five or more years of full time experience in a program management or financial and administrative support within a human services agency or program. Successful completion of thirty (30) graduate units in business or public administration or a closely related field from an accredited college or university may be substituted for either the required undergraduate academic major or for one year of the required experience.

Compensation and Benefits

The salary range for this position is \$127,956.36 - \$155,531.76 annually DOQ. The County offers a competitive benefits program that includes the following:

- ◆ Retirement - The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which has reciprocity with other 1937 Act county retirement systems, CalPERS and systems with CalPERS reciprocity. Employee contributions are based on a percentage of pensionable compensation. The County also participates in Social Security and Medicare.
- ◆ Health Insurance - A variety of medical, dental, and vision plans are offered.
- ◆ Life Insurance - County program is provided; employee 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 \$925 each 2-year period for qualifying expenses, including the purchase of job-related technology devices or software. An additional \$750 per fiscal year is available through Career Development Training, which requires some cost sharing.
- ◆ Deferred Compensation Plan - County contributes \$85, plus an additional \$150 per month upon qualifying employee contributions to a 457 plan.
- ◆ Management Longevity Pay.



The Process

If you are interested in pursuing this desirable career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

Paul Kimura or Bill Lopez
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date for this recruitment is February 12, 2021.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Bill Lopez at 408.888.4099 or by email: williaml@averyassoc.net.

