

Contra Costa County, California
County Clerk-Recorder's Office
Martinez, CA

CPS HR  CONSULTING



Chief Operating Officer

Annual salary range: \$135,774 to \$181,951

Application deadline: Open until filled.

First resume review: Friday, April 2, 2021.

Join Contra Costa County as their Chief Operating Officer – County Clerk-Recorder's Office. The County Clerk-Recorder is looking for a jack-of-all-trades administrator for this executive level 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.

To view additional qualifications and submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) please go to our website: <https://www.cpsr.us/recruitment/1760>

For more information contact:

Andrew Nelson
CPS HR Consulting
(916) 471-3329



To view an online brochure for this position visit: www.cpsr.us/recruitment-solutions/executive-search
Contra Costa County website: www.contracosta.ca.gov

Contra Costa County is an Equal Opportunity Employer/ADA Employer.