



# ***THE CITY OF PLEASANT HILL***

***Invites applications for the position of***

## **Chief Technology Officer**



**Application Filing Deadline: Friday, January 24, 2014, 1:00 p.m.**  
**Oral examinations are tentatively scheduled to be held during the week of February 3, 2014**

*City of Pleasant Hill, 100 Gregory Lane, Pleasant Hill, CA 94523*

## ***THE CITY***

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Located in central Contra Costa County 20 miles east of San Francisco, the City of Pleasant Hill covers approximately eight square miles and has a population of over 33,000. Residents enjoy a high quality of life in this beautiful community, which features tree-lined streets, gently rolling hills, and diverse cultural and recreational opportunities. The City is home to Diablo Valley Community College, John F. Kennedy University, and the Contra Costa County library system's main branch. The City's new downtown includes a variety of restaurants and retail shops, townhomes, a multiplex theater, and many other amenities. Pleasant Hill's City Hall complex is conveniently located adjacent to downtown.

## ***THE ORGANIZATION***

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A general law city, Pleasant Hill has a City Council-Manager form of government. The five City Council members serve overlapping four-year terms, with elections held every two years. Every year, the Council elects one of its members to serve as Mayor and another to serve as Vice Mayor, for one-year terms. In addition, the City Clerk and City Treasurer are elected by the public to four-year terms. Assisting the Council in an advisory capacity are various boards and commissions. The Council appoints the City Manager and City Attorney. The City Manager in turn appoints department heads.

The City currently has approximately 120 full-time employees and an annual budget of \$40 million. It weathered the Great Recession through a combination of conservative fiscal policies, efficient service delivery, and contributions from employees. The City provides its residents and businesses with traditional municipal services, although fire protection, parks and recreation, and library services are provided by the County or special districts.

## ***THE POSITION AND DUTIES***

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The Information Technology Division is one of the administrative service functions housed within the City Manager Department and overseen by the Assistant City Manager, along with the Human Resources and Finance Divisions. The Division has experienced transition over the past two years, including the retirement of the former Chief Technology Officer. The Information Systems Coordinator has been serving as acting Chief Technology Officer.

The Chief Technology Officer is responsible for serving as the City's top information technology and telecommunications expert and ensuring the delivery of reliable, high quality, and cost-effective information technology service to City staff, residents, and other customers 24/7. This requires designing the service delivery and staffing models of the Division, designing and creating the City's computer systems, performing hands-on systems administration and maintenance, managing subordinates, purchasing hardware and software, managing vendors, and providing excellent customer service.

The Chief Technology Officer will be required to perform the following duties:

- Serve as the City's top information technology and telecommunications expert;
- Ensure the delivery of reliable, high quality, and cost-effective information technology service 24/7;
- Define the Division's goals, long-term information technology plan, budget, service model, and staffing model;
- Develop City information technology policies to ensure it is in compliance with all applicable requirements and regulations;
- Develop Division procedures to ensure that the Division operates efficiently;

- Cost-effectively manage City resources, including through procurement of appropriate software and hardware, designing contracts, and overseeing vendors;
- Design and create the City's computer systems, performing hands-on systems administration, maintenance, and security;
- Use recognized project management techniques to effectively implement complex information technology projects;
- Maintain technical and managerial expertise in information technology and telecommunications;
- Work with a high level of independence, initiative, creativity, and attention to detail;
- Conduct analysis and make timely, sound decisions on complex issues;
- Communicate effectively in writing and orally;
- Establish and maintain excellent relationships with and provide excellent customer service to City officials, employees, and other stakeholders;
- Supervise and provide support and professional development for employees; and
- Contribute to citywide initiatives as part of the City's Executive Team.

## ***QUALIFICATIONS***

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The ideal candidate will demonstrate the education and experience that will enable them to effectively perform the duties listed above. Minimum requirements include an associate's degree from an accredited college in computer science, information technology, or a related field, with five years of progressively responsible experience in computer operations. The ideal candidate will have at least eight years of progressively responsible experience in information technology, at least four of which in a senior, supervisory capacity. Management experience in a public agency, as well as relevant professional certifications, is desired. The candidate must have detailed knowledge of current leading practices in information technology.

A valid California driver's license is required at time of appointment with a satisfactory driving record.

## ***COMPENSATION AND BENEFITS***

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The annual salary range is \$101,256 to \$134,676. Appointment within the range is negotiable. The City offers an attractive benefit package, including:

- CalPERS pension of 2% @ 60 for "classic" members, 2% @ 62 for new members.
- City contribution of 3% of salary into a 401(a) account.
- 457 Deferred Compensation Plan.
- City-paid medical coverage of 75% of Kaiser monthly premium at each level of coverage (through either Kaiser or Health Net).
- City-paid medical "in lieu" of \$400 per month into 457 plan.
- City-paid dental coverage of \$1,500 per family member per calendar year.
- City-paid vision plan.
- City-paid long-term disability covering 2/3 of salary after 30-day waiting period.
- City-paid life insurance coverage equal to 1 x annual salary.
- Sick leave earned at the rate of one day per month.
- 12 vacation days per year, increasing with years of service.
- Administrative Leave of up to 16 hours per month.
- 13 paid holidays per year.
- New employees contribute 1.45% to Medicare with employer match (City does not participate in Social Security or State disability).
- IRS 125 Plan for pre-tax dependent and medical costs.

- City contribution of \$150 monthly into Retiree Health Savings (RHS) plan.

## ***APPLICATION AND SELECTION PROCESS***

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To apply, please submit a cover letter, resume, and City application via email to Andrew Murray, Assistant City Manager/Interim Human Resources Manager (amurray@ci.pleasant-hill.ca.us), by 1:00 p.m., Friday, January 24, 2014. Applications may be obtained from City of Pleasant Hill, 100 Gregory Lane, Pleasant Hill, CA 94523 or downloaded from the City's website at [www.ci.pleasant-hill.ca.us/jobs](http://www.ci.pleasant-hill.ca.us/jobs). For more information, contact Andrew via email or phone (925-671-5284). Resumes will not be accepted in lieu of applications.

Following filing, candidates' materials will be screened in relation to the qualifications outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in the oral examination (interview) process. Employment offers are contingent on successful completion of a pre-employment physical exam, including drug screen, and a thorough background check.

## ***IMMIGRATION REFORM AND CONTROL ACT***

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To comply with the Immigration Reform and Control Act, all employees are required to provide proof of U.S. citizenship or authorization to work in the United States on their first day of employment.

## ***EQUAL OPPORTUNITY EMPLOYER***

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In accordance with the Americans with Disability Act (ADA), anyone requiring accommodations at any stage of the examination process should provide the Human Resources Division with at least one week's advance notice so that reasonable accommodations may be arranged.