



# Treasurer-Tax Collector



## SALARY RANGE

\$122.55 Hourly

\$ 21,241.77 Monthly

\$ 254, 901.24 Annually

The Contra Costa County is currently searching for qualified candidates for appointment as the County's Treasurer-Tax Collector. The successful candidate will be appointed by the Board of Supervisors to serve in this capacity for the remainder of the current term, expiring on January 4, 2027. Qualified candidates should send a completed application and all supporting documents to [jobs@hrd.cccounty.us](mailto:jobs@hrd.cccounty.us). Applications will be accepted beginning Friday, October 27, 2023, through Wednesday, November 22, 2023, at 11:59 pm. A link to the application is included below:

### Treasurer-Tax Collector Application

<https://www.contracosta.ca.gov/DocumentCenter/View/80926/Treasurer-Tax-Collector-2023-PDF>

*\*Note: applications and attachments provided are public documents, subject to the California Public Records Act (CA Gov. Code § 6250-6270), and will be posted online.*

Information on the Contra Costa County Treasurer-Tax Collector's Office can be found at: [Contra Costa County Treasurer -Tax Collector | Contra Costa County, CA Official Website](#).

Learn more about the Treasurer-Tax Collector's Budget, Goals, and Performance Measures here: [ClearGov | Treasurer-Tax Collector](#)

### **Requirements**

The Treasurer-Tax Collector is required to be a registered voter of Contra Costa County at the time of appointment by the Board of Supervisors. To qualify for appointment to the office, a person must also meet at least one of the four criteria:

- The person has served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices.
- The person possesses a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
- The person possesses a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant.

- The person possesses a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.

Contra Costa County is committed to racial equity, inclusion, and social justice within all County operations and is dedicated to the advancement of key initiatives and efforts in support of this essential mission. The ideal candidate will also possess a value system that engenders trust and confidence and embodies a commitment to racial equity, diversity, and inclusion.

**Timeline:**

10/27/2023	Recruitment commences
11/22/2023	Recruitment closes (4 weeks)
11/27/2023	Applications Disclosed/Board of Supervisors Agenda Published for 11/30/23
11/30/2023	Special Meeting: Board of Supervisors Consider Applicants for Interview
12/12/2023	Regular Meeting: Board of Supervisors Interview Applicants and Make Appointment
12/14/2023	Special Meeting: Continuation of Interviews (if needed)

*\*\*Please note that application reviews, interviews and appointments will be made during meetings of the Contra Costa County Board of Supervisors meeting and will be open to the public. All information provided will be public documents and posted online.*

**Please direct any questions to the Contra Costa County Human Resources Department at (925) 655-2100 or [jobs@hrd.cccounty.us](mailto:jobs@hrd.cccounty.us).**