

# EXECUTIVE DIRECTOR



## THE ORGANIZATION

CODESP is a public Joint Powers Agency established in 1978 that supports public sector organizations with their recruitment, testing, and selection processes by offering assessment products and services, including online testing, interview and written test item banks, and training and consultation regarding best practices.

CODESP currently serves over 700 agencies, including K-12 school districts, county offices of education, community colleges, cities, counties, courts, and special districts (sanitation, utility, transit, water) with an operating budget of approximately \$1,000,000. The CODESP team consists of 6 employees.

## THE POSITION

The Executive Director, under the administrative direction of the elected Board of Directors of the CODESP Joint Powers Agency, directs operations, activities, and staff in providing consultative services, training programs, employment selection related products and services for member school districts and subscriber agencies.

### Key Functions and Responsibilities:

- Direct staff in examination planning, content development and personnel assessment methods and strategies.
- Develop and manage CODESP collaborations and partnerships; coordinate meetings, public speaking engagements, conference presentations, receptions and reception sponsors for the purpose of attracting new clients.
- Direct and manage administrative matters related to CODESP business operations, including budget preparation and administration, facility and equipment lease/purchase negotiations, and computer hardware and software programs and enhancements.



## THE COMMUNITY

Huntington Beach is a seaside city within Orange County in Southern California. It is bordered by the Pacific Ocean on the west, and has been long known for its long 8.5 miles of beautiful beach, mild climate, and excellent surfing, earning it the nickname of Surf City. Surf, sand, sun and subtle sophistication encapsulate what the City of Huntington Beach is all about.

Named the "Best City to Live in Orange County" by the *Orange County Register* readers, Huntington Beach offers residents a charming community with ideal weather, a diversified economy overflowing with good jobs, a wide variety of housing, an excellent educational system, marinas, parks, and exemplary health care. Huntington Beach is located along the Southern California coast in Orange County, 35 miles south of LA and 90 miles north of San Diego.



## THE IDEAL CANDIDATE

The Board of Directors seeks a strategic, innovative, and creative leader to continue advancing the organization's products and services. The Board is interested in a solution-oriented, visionary, business savvy candidates who are able to collaborate in implementing process improvements and who have the capacity to drive progress and foster business relationships amongst existing clients while exploring additional business markets. Additionally, the candidate must have the ability to operate a business enterprise and ensure fiscal solvency while providing technical expertise in advancing employee selection methodologies and services.

### Key Competencies and Characteristics

- Possesses broad-based HR background with advanced knowledge of employee assessment, recruitment strategies, employment law, and organizational development.
- Possesses a strong business acumen to continue to ensure and foster a financially solvent and growing business enterprise and CODESP'S vitality.
- Demonstrates strong visioning and leadership skills to provide innovative and progressive solutions to day-to-day activities as well as in confronting new business opportunities.
- Understands the organizational structures amongst public agencies, especially school districts.
- The ability to work effectively in a fast-paced environment, adapt to change, coordinate multiple projects, and work effectively under pressure.
- Exceptional verbal, written, and interpersonal communication skills.
- Strong customer service orientation and experience.
- Desire to "dig deep" into operations to develop solutions that best meet customer needs.
- Organized and adept at managing multiple complex projects and competing priorities.
- Flexible, adaptable, and forward thinking with a holistic approach to problem solving.



## MINIMUM QUALIFICATIONS

- A bachelor's degree from a four-year accredited college or university with a field of study in Human Resource Management, Organizational Behavior, Organizational Development, Business Administration, Public Administration or a related field.
- Five (5) or more years administering one or more Human Resources functions, including at least three (3) years of experience developing and administering selection processes.
- Two (2) years of supervisory or managerial experience.

## Desirable Qualifications

- A master's degree in Industrial/Organizational Psychology, HR Management, Organizational Behavior or a closely related field.
- Experience in business process re-engineering and policy and procedure development.
- Knowledge of the public sector.
- Experience with managing databases, change management, and project management.
- Familiarity with business operations.





# Public Agency Hiring Solutions

## COMPENSATION AND BENEFITS

### Salary Range:

**\$11,563 - \$12,748/monthly**

\*Movement on the salary range occurs annually. Starting salary placement will depend on the candidate's qualifications.

CODESP compensation package also encompasses an attractive benefits package that includes:

- **CalPERS Retirement** - Benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPRRA, subject to the limitations set by PERS. Employee pays the employee portion.
- CODESP does not participate in Social Security with the exception of federal Medicare.
- **Vacation**-22 days annually.
- **Holidays (paid)** - 15 days annually.
- **Sick Leave** - Accrual is one (1) day per month with up to 12 days annually. There is no accumulation cap.
- **Tax Deferred Compensation** - A 457 plan is available with voluntary enrollment.
- Employer Paid Health, Vision, Dental and Life Insurance for employee.
- In lieu of FMLA or CFRA, CODESP provides pregnancy disability leave.

## APPLICATION AND SELECTION

### Application Submission Deadline:

**JUNE 19, 2017 - 4PM**

### Application Process:

Please submit the following:

- 1) Application - posted on [www.codesp.com](http://www.codesp.com) under Resources / CODESP Job Openings
- 2) Resume
- 3) Cover letter - no more than two (2) pages long, describing how your background makes you the ideal candidate, while also addressing professional experience in the following areas:
  - Recruitment / Selection
  - Marketing / Public Relations / Outreach
  - Organizational/Departmental Management
  - Budget Development and Oversight

### Selection Process:

- 1) Applicants will be evaluated based on information provided on the application relative to education/experience, as well as the content/writing proficiency demonstrated in the cover letter.
- 2) Selected applicants will be invited to participate in an oral interview panel to assess general fitness as well as technical subject matter knowledge. The panel will make a recommendation to the CODESP Board of Directors.

\*To view the complete job description for the Executive Director, please visit [www.codesp.com](http://www.codesp.com), click on Resources / CODESP Job Openings.

