



County of Santa Cruz
Invites your interest in the position of

HUMAN SERVICES DEPARTMENT DIRECTOR

\$190,891 - \$255,732 Annually

LIVE, WORK & PLAY IN BEAUTIFUL
SANTA CRUZ

Application Deadline: Friday, September 20, 2019



The Community of Santa Cruz

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to **live**, **work**, and **play**!

The Opportunity



This career opportunity is the result of a retirement. While it's hard to lose an amazing person, it does open the door for a new and talented person to join a dedicated and experienced team in beautiful Santa Cruz, California. This vital role is well suited for an experienced human services professional to set policy and provide guidance and leadership to a service-oriented team.

The Position

This is a department director position with overall responsibility for the activities of the Human Services Department (HSD). The incumbent is responsible for the resource development and administration of all programs, services and staff of the Human Services Department. The HSD Director manages a budget of approximately \$142 million dollars and oversees a staff of 508, serving the community through one of four divisions: *Adult and Long-Term Care Services Division; Employment and Benefit Services Division; Family and Children's Services Division and Administrative Services/Homeless Assistance Division.*

The Department provides safety net services to meet the basic needs of individuals and families, ensures the protection of children, the elderly and dependent adults, and also provides job search assistance and job training opportunities to help job seekers become self-sufficient. The Department is founded on the values of excellent service, compassion, integrity, partnerships and effective practice. The Human Services Department is dedicated to making a difference.

The Human Services Department Director works under the policy direction of the Board of Supervisors and is appointed by and reports to the County Administrative Officer as an at-will employee.

Ideal Candidate Profile

- Passionate and committed to public service and our community
- A thoughtful, strategic and reflective thinker who understands the community-based impacts of various organizational decisions
- Adaptable and highly responsive to organizational change
- An engaged and progressive leader that thrives in a collaborative and team-oriented environment
- Establishes and maintains effective working relationships – works successfully across the organization and community
- Has excellent business acumen, with a strong background in budget, finance and administration

Qualifications

Four years of broad and extensive, high level administrative or management experience that would demonstrate possession or application of the knowledge and abilities listed below which must have included at least two years of experience in a human services agency or administrative work related to human services programs. A Master's degree in public administration, social work or a related field is desirable.

Knowledge: Thorough knowledge of the principles and effective practices of management; local government organization and operations and inter-relationships between County government and the community; principles of personnel management including selection, supervision, evaluation and training of subordinate staff; principles and practices necessary to plan, organize, implement, and direct and evaluate complex and varied programs. Working knowledge of governmental finance and budgeting procedures as they effect an operating department; social planning, basic community needs and public and private community resources; Federal and State social service and income maintenance programs; and the goals and objectives of employment and training programs.

Ability to: Plan, direct, coordinate and administer programs with diverse and complex activities through subordinate managers; establish and maintain effective working relationships with the general public, other departments and governmental agencies, boards, commissions, public officials, community groups and other interested parties; interpret and evaluate Department policy and program practices, define problem areas, plan, coordinate and initiate action to implement policy decisions; exercise initiative, ingenuity, independent analysis and judgment in solving complex and difficult administrative, managerial and technical problems; develop and implement both short and long-range departmental goals and objectives; comprehend and interpret complex regulations, laws and guidelines; prepare and present concise, logical, oral and written reports; explain policy, procedures and recommendations on a variety of issues to the general public, staff and other public officials; and coordinate Department activities with other departments and agencies.



COUNTY OF SANTA CRUZ

Personnel Department
701 Ocean Street, Room 510
Santa Cruz, CA 95060

831.454.2600
santacruzcountyjobs.com

Santa Cruz County
PERSONNEL

SUPPLEMENTAL QUESTIONNAIRE

Please respond to the following questions using no more than one page per question.

1. Describe your experience planning, organizing and directing Human Services Programs. Please give examples of specific career achievements.
2. Highlight your experience working with State and Federal government agencies, elected bodies such as a board of supervisors and community partners.
3. Describe your knowledge and experience overseeing social service program budgets. Include the size of the total budget and how you managed and leveraged the various funding sources for social service programs.

The Application Process

Candidates must submit a County application and supplemental questionnaire. Resumes may be submitted in addition to your application and supplemental questions. The completed application packet must be received online at www.santacruzcountyjobs.com before midnight or received in the Personnel Department, 701 Ocean Street, Rm. 510, Santa Cruz, CA 95060 by 5:00 p.m. on **Friday, September 20, 2019**. For more information, please call Erin Morimoto, Personnel Analyst at (831) 454-2932. Hearing Impaired TDD/TTY: 711. If you have a disability that would require an accommodation, please call (831) 454-2600. Santa Cruz County is an Equal Opportunity Employer.

Tentative Schedule

Application Deadline:	Friday, September 20, 2019
Review of Qualifications:	Week of September 23, 2019
Advisory Panel Interviews:	Week of October 7, 2019
Anticipated Job Offer:	Week of November 4, 2019

Highlighted Benefit Offerings

*Posted salary reflects a 2.75% adjusted COLA, effective September 21, 2019.

Medical, Dental, and Vision

Various, robust plans are available with the County contributing generously towards the total cost of the plans.

Retirement and Social Security

Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

Life Insurance and Long-Term Disability Plan

County paid \$100,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

Administrative Leave

In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.

NOTE: Provisions of this bulletin do not constitute an expressed or implied contract

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