

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR THE POSITION OF

Division Director – Social Services Programs

\$124,842 – 167,357 Annually



**Beautiful Coastal Community
Mediterranean Climate
Excellent Quality of Life**



Application Deadline: Friday, March 16, 2018

The Position

The Human Services Department is seeking an accomplished and dynamic person to fill the senior management position of Division Director-Social Services Programs in their Employment and Benefits Services Division. This is a challenging position in an environment that is progressive, technology-driven and customer service oriented. The Division Director will report directly to the Human Services Department Director or Assistant Human Services Department Director and is responsible for administering and evaluating public assistance and workforce development programs including: Medi-Cal, Cal-Fresh, CalWORKS, General Assistance, and Welfare to Work programs.

The County of Santa Cruz

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. It has an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. Its 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. Higher education includes Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour's drive away. These elements of high quality living make Santa Cruz County one of California's most desirable living areas.

Qualifications

Three years of responsible administrative or management experience which would demonstrate application or possession of the required knowledge and abilities.

A Master's Degree in Business, Public Administration, Social Services, Social Work, or closely related field, may be substituted for one year of the required experience.

Special Requirement

Possession of a valid California Class C Driver License or the employee must be able to provide suitable transportation which is approved by the appointing authority.

Knowledge:

Thorough knowledge of program planning, administration, coordination and evaluation; principles and practices of public administration; functions and services of the assigned division's programs; principles and practices of supervision, training and personnel management. Working knowledge of local government organization and operations and of the interrelationships between County, Federal and State government and community organizations concerned with the delivery of the division's services; community needs and public and private community resources providing services related to the division's programs; budgeting and fiscal control, especially pertaining to the division's programs; administrative problems and issues involved in the operation of a large division and agency; laws and regulations pertaining to the division's programs; current developments and trends in the assigned division's services; grant proposal writing and legislative processes related to developing funding sources. Some knowledge of the application of data processing to program operations and contracts negotiation and administration.



Qualifications Continued

Ability:

Ability to plan, organize, and direct, through subordinate managers and supervisors, the activities of a large staff engaged in the administration of the division programs; exercise initiative, ingenuity, and sound judgment to solve difficult administrative and personnel problems; analyze, interpret, and explain complex regulations, laws, court decisions and directives affecting division programs; evaluate programs; express division positions effectively in oral and written form; develop and coordinate functions among division, departments and agencies; establish and maintain effective working relationships with others; interpret and explain division operations and programs to other departments, agencies and community groups; speak effectively before groups; prepare and monitor contracts and budgets; provide professional consultation and program leadership; train and orient staff; develop, negotiate and monitor funding sources.

View our video with highlights of who we are and what we do at the Human Services Department:

<https://youtu.be/uAfCTaMO-uk>



Supplemental Questionnaire

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

1. Describe your specific leadership experience and role in the planning, development and implementation of a project that required integration and collaboration with multiple internal and external entities. Specify the challenging issues you met and how you resolved them.
2. Briefly state what you believe to be the three most critical issues facing public human services in the next three years.
3. For each relevant position listed on your application, please provide specific information that clearly describes:
 - a. Your functional area of responsibility
 - b. The size and type of each organization
 - c. The number and level of staff managed
4. Describe your experience in the management and direction of staffing resources in a human services organization. Describe the specific activities you performed, such as hiring decisions, disciplinary actions, work performance evaluations and determining work assignments.

The Application Process

Candidates must submit a County application and answers to the 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, March 16, 2018**. For more information please call Employment Services Manager Nisha Patel or Personnel Analyst Susana Silva at (831) 454-2600. Hearing Impaired TDD/TTY: 711. If you have a disability that would require an accommodation please call (831) 454-2600.

Tentative Schedule

Application Deadline:	Friday, March 16, 2018
Review of Qualifications:	Week of March 19, 2018
Examination:	Week of April 16, 2018
Anticipated Appointment:	May 2018

Benefits

Medical, Dental, and Vision

Medical coverage is available through CALPERS with the County paying a majority portion of the cost for the employee and dependents. The cost of the dental plan is entirely County-paid for employees and dependents. The County pays for the cost of an employee vision plan and the employee may purchase dependent coverage.

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 \$50,000 term life insurance policy. Employees may purchase additional life insurance. Long Term Disability Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

Administrative Leave and Relocation Assistance

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.

The County of Santa Cruz is an Equal Opportunity Employer committed to building a diverse workforce.

