

Dedicated To Making A Difference



# ASSISTANT DIRECTOR OF HUMAN SERVICES

County of Santa Cruz



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CONSULTANTS



***The County of Santa Cruz seeks an Assistant Director of Human Services** who is a collaborative, executive leader with significant experience in the field of Human and Social Services. Reporting to the Director of Human Services, the Assistant Director assists in the administration and management of the social service and human services delivery systems through its department programs, including all activities associated with social services, employment & training, public assistance, and other related programs.*



# The Community

Located 75 miles south of San Francisco and 35 miles southwest of Silicon Valley, stunning Santa Cruz County has approximately 270,000 residents and is situated on the Monterey Bay. The County's population is culturally and ethnically diverse, and its 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.

Santa Cruz County'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 pursuits. 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 Human Services Department

The Department of Human Services 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 members of the Human Services Department are dedicated to making a difference in the community they serve.

Human Services is a robust department in the County with over 500 employees and an overall annual budget of approximately \$142 million (FY 2019). The Department serves the community through six divisions: Adult & Long-Term Care Services, Employment & Benefit Services, Family & Children's Services, Housing for Health, Administrative Services and Planning & Evaluation.

*We strengthen our community by protecting the vulnerable, promoting self-sufficiency, alleviating poverty, and improving the quality of life of all people in Santa Cruz County.*

**COMPASSION**



**PARTNERSHIPS**



**INTEGRITY**



**EXCELLENT SERVICE  
EFFECTIVE PRACTICE**



# The Position

The Assistant Director assists the Director in the administration and management of the Department. The Assistant Director oversees all administrative functions of the Department. The Assistant Director is able to:

- Assist in planning, organizing, and directing an agency with diverse and complex activities to meet established goals and objectives.
- Establish and maintaining effective relationships with government officials and agencies, boards, commissions, civic leaders, Department staff & labor, as well as community organizations and the public.
- Interpret and explain agency or department policy and program practices to the public, staff, and public officials.
- Comprehend and interpret complex regulations, laws, and directives.
- Exercise initiative, ingenuity, and sound judgment in solving difficult & complex managerial problems.
- Prepare and present accurate, comprehensive, and concise oral and written reports.
- Direct management and other subordinate staff.

## Responsibilities

Responsibilities of Assistant Director include but are not limited to:

- Assisting in establishing and carrying out the goals, objectives and plans of the Department.
- Assisting in establishing and maintaining appropriate administrative policies and services.
- Recommending and implementing new and revised policies, procedures, best practices, and data analysis to effect maximum operational efficiency and ensure compliance with County, State and Federal requirements.
- Planning, developing, and coordinating the Department programs with the Director and other key management staff.
- Troubleshooting major system and community challenges with Director and other stakeholders and developing and implementing remediation plans as necessary with partners.

# The Ideal Candidate

The ideal candidate for Assistant Director of Human Services is:

- 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
- Able to establish and maintain effective working relationships – works successfully across the organization and community
- A professional with excellent business acumen, with a strong background in budget, finance, and administration

## Education & Experience

- Graduation from a four-year accredited college or university with major course work in human services administration, public administration, social work, business administration, psychology, behavioral science, or a closely related field; and
- Four years of extensive budgetary, administrative and management experience
- Working knowledge of goals and objectives of social service & public benefits programs
- Working knowledge of goals and objectives of employment and training programs
- Working knowledge of social planning, basic community needs and public & private community resources
- Working knowledge of principles, & practices of human and social services budgeting
- Knowledge of the information systems utilized by the Department, confidentiality/privacy issues, and human services laws such as the California Welfare and Institutions Code and the Social Security Act.

# Compensation & Benefits

The annual salary range for the Assistant Director of Human Services is **\$161,990 to \$217,131**. Salary is supplemented by a generous benefit program that includes the following:

- Insurance:** Various, robust benefits plans are available with the County contributing generously towards the total cost of the plans.
- Leave:** In addition to competitive vacation & 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.
- Holidays:** 13 paid observed holidays annually.
- Retirement:** Pension formula 2% at age 60 or 2% at age 62 as Determined based on provisions of CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security
- Relocation:** Relocation assistance may be available upon approval



# How to Apply

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established.

This position will be considered “open” until final selection is made. **Candidates must apply by June 30, 2021 for first consideration.** Electronic submittals to [DDHS-SCC@berkeleysearch.com](mailto:DDHS-SCC@berkeleysearch.com) are strongly preferred and should include the following:

- Comprehensive resume

Candidates may receive additional requests for information. Only the most highly qualified candidates will be invited to interview. Interviews may commence in July 2021. Detailed background checks and offer to the top ranked finalist is anticipated during August 2021. This timeframe is preliminary and subject to change.

Confidential inquiries and questions regarding this career opportunity should be directed to Julia Morse [[jimorse@berkeleysearch.com](mailto:jimorse@berkeleysearch.com)] and at Berkeley Search Consultants.



Learn More: [County of Santa Cruz Website](#) | [Department of Human Services Website](#)

*The County of Santa Cruz is an Equal Opportunity Employer. The County is committed to diversity and invites all qualified people to apply, including persons of color, women, and individuals with disabilities.*