

COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR THE POSITION OF
DIRECTOR OF ADULT SERVICES

\$131,810 – 176,675 Annually



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



Application Deadline: Friday, April 17, 2020

The Position

The Human Services Department is seeking a dynamic leader to fill the Director of Adult Services position. The ideal candidate is someone who will engage and collaborate with strategic partners, the community, clients and staff. This position reports to the Human Services Department Director and is responsible for the administration of key adult-related programs including Veterans Services, Adult Protective Services, In-Home Support Services and the Public Authority. The incumbent in this position also plays a role in the implementation of the County's Strategic Plan to reduce homelessness. The eligible list established from this recruitment will be used to fill the current vacancy and may be used to fill other vacancies in this classification during the life of the eligible list. *Please note the official title of the position is Division Director, Social Services 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

Abilities:

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 planning, developing and implementing a project that required integration and collaboration with multiple internal and external entities.
2. Please list and explain what you believe to be the three most important issues facing adult and aging services in the next five years.
3. As a Division Director you are responsible for leading a diverse team who oversee day to day operations. Describe how you lead, manage, and motivate staff to ensure department goals are met.

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, April 17, 2020**. If you have a disability that would require an accommodation please call (831) 454-2600. Hearing Impaired TDD/TTY: 711.

Tentative Schedule

Application Deadline:	Friday, April 17, 2020
Review of Qualifications:	Week of April 20, 2020
Examination:	Week of May 11, 2020
Selection Interviews/Reference Checks	June/July 2020
Anticipated Appointment:	September 2020

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.



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

County of Santa Cruz
www.santacruzcountyjobs.com

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