



Stanislaus County Community Services Agency



Assistant Director

\$89,502.40-\$134,264.00 Annually

Apply by July 24, 2020

Interviews are tentatively scheduled for the week of
August 3, 2020

Assistant Director | Community Services Agency

The County of Stanislaus, Community Services Agency invites applications from qualified candidates for an Assistant Director to oversee one of the agency's five divisions.

ABOUT THE COMMUNITY

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 545,267 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices.

The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to California State University Stanislaus, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 43 degrees in the winter, to an average high of 92 degrees in the summer. Temperatures move up into the 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

Stanislaus County has a current year total budget of \$1.38 billion and 4,560 full-time positions within 27 agencies and departments.

ABOUT THE DEPARTMENT

The Community Services Agency (CSA) provides a broad range of social services to the community. CSA is comprised of over 1,100 employees and has an annual operating budget of over \$413 million. CSA partners with County government agencies and numerous community based organizations to create culturally responsive and accessible services. Over 308,000 residents receive services through CSA. The Agency is organized into five Divisions: (1) Adult, Child, and Family Services Division (ACFSD); (2) StanWORKS Division; (3) Housing and Homeless Services; (4) Finance and Operations Division; and (5) Administration.



ABOUT THE POSITION

The **Housing and Homeless Services** division was established in 2019 to coordinate the administration of housing and homeless programs. The new division integrates all existing CSA housing and homeless programs, contracts, and supportive services and oversees designated countywide homeless and housing projects. The goal is to support communitywide efforts to address homelessness with coordinated, compassionate, and high-quality services.

The division includes administrative responsibilities related to the Access Center Emergency Center, the Access Center and Outreach and Engagement Team, the 9th Street Family Shelter, the Stanislaus Homeless Alliance, and the Stanislaus Community System of Care. In addition, this division serves as the Collaborative Applicant and the Homeless Management Information System Lead on behalf of the Stanislaus Community System of Care.

TYPICAL TASKS

- Plan, organize, direct, and manage the functions and programs of the division;
- Review and analyze legislation, regulations and directives to determine their impact on program goals and objectives, program administration and the community;
- Develop plans and policies for implementing legislation, regulations and directives within the framework of broad guidelines established by the Director;
- Develop and carry out program evaluation to determine whether goal and objectives are being met and to anticipate the need for new or modified services;
- Coordinate audits and program reviews;
- Develop and implement corrective actions as needed to assure high quality of performance within the Division;
- Plan, develop and monitor the division's budget;
- Negotiate and monitor contracted services;
- Confer with representatives of the State Department of Social Services and with other State and Federal agencies regarding policy and operational matters;
- Act as Director during the Director's absence;
- Direct planning of staff development activities, including training, recruitment, and evaluation;
- Represent the Agency in contacts with the public, community organizations and other government entities;
- Make presentations before the Board of Supervisors as directed by the Director, in addition to making presentations to public and private groups regarding the Community Service Agency's programs;
- Direct grant application activity and Requests for Proposals issued from the Division; and
- Participate in labor relations activities, including negotiations, meet and confer sessions, and general meetings on issues related to the division;
- Provide leadership and services as a subject area expert on homelessness and housing matters, providing technical advice to other departments and agencies;
- Act as a liaison and build strong relationships with city and county officials, departments, and the homeless community including government agencies, schools, non-profits, and businesses, as well as entrepreneurial and civic/community groups regarding issues of homelessness including recommendations for affordable housing projects;
- May serve as staff for and provide advice to boards, commissions and committees; and
- Oversees the coordination and administration of homelessness and housing assistant programs.

MINIMUM QUALIFICATIONS (Knowledge, Skills, Abilities, Education and Experience)

SKILLS/ABILITIES

- Provides leadership and serves as a subject matter expert on homelessness and housing matters, providing technical advice to other departments and agencies;
- Provides written analysis, evaluation and recommendations regarding homelessness programs and proposals;
- Coordinates the implementation of homelessness and housing assistance programs;
- Identifies and implements strategic, short and long range planning and programmatic framework to achieve homelessness goals;
- Administer designated countywide housing programs;
- Acts as liaison to and builds strong relationships with City and County officials and departments and the homelessness community, including government agencies, schools, non-profits, and businesses, as well as entrepreneurial and civic/community groups, regarding issues of homelessness, including recommendations for affordable housing projects;
- Negotiates, prepares and administers contracts and agreements;
- Researches, prepares, and/or oversees preparation of grant and funding applications and proposals, and administers grants;
- Researches and advises on implementation of evidence based practices and measurable outcomes;
- Develops qualitative and quantitative measures to monitor, ensure, and evaluate programs and projects, contract/grant compliance, professional consultant/contractor performance, and client satisfaction;
- Prepares and recommends project and program budgets and participates in preparation of budgets that support services;
- Supervises, directs and coordinates outside professional consultants and contract service providers;
- May serve as staff for, or provide advice to, boards, commissions, and committees;
- Represents the agency in several meetings and conferences with representatives of state and federal agencies, local public and private agencies and community groups/individuals;
- Assists with presentations before the Board of Supervisors, in addition to public and private groups;
- Monitors contracts related to homelessness programs and housing assistance;
- Completes and submits Federal, State and County data reporting requirements; and
- Defines and implements new business processes.

KNOWLEDGE

- Knowledge and experience in housing and homelessness programs;
- Federal/State Systems including HMIS, eSnaps, eLoccs;
- Experience with interpreting and implementing regulations from Federal and State departments, including United States Department of Housing and Urban Development, California Department of Social Services, California State Business, Consumer Services and Housing Agency;
- Public social services administration;
- Principles of public funding;
- Personnel management, supervision, coaching, and training;
- Public policy and regulation governing the operations of public social services;
- Public and private agency community resources;
- Budget preparation and monitoring;
- Focus on Prevention initiative; and
- Social services evaluation methods.

EDUCATION/EXPERIENCE

Graduation from an accredited four-year college or university with major coursework preferably in public or business administration, social work, counseling, or a related field;

AND

Posses at least four (4) year's management experience in California public social service agency;

OR

Possess at least four (4) years experience in a management capacity in a large public or private organization performing work as described in typical tasks.

DESIRABLE QUALIFICATIONS

In addition the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- Masters Degree from an accredited four-year university in public or business administration, social work, counseling, or related field.

BENEFITS PACKAGE

The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Health Plan coverage for employee and dependents (medical, dental, vision)
- Basic term life insurance plans
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- 457 Deferred Compensation savings plan (County pays 1.5% of base wages to designated plan)
- Employee Assistance Program
- Participation in the Stanislaus County Employee Retirement Association (StanCERA) and opportunities to participate in Deferred Compensation plans
- Two (2) weeks annual vacation accrual upon entering County service, three weeks in 3rd-10th year; four weeks in 11th-20th year; and 5 weeks annual vacation beginning 21st + years
- 32 hours per year Vacation Float
- 56 hours per year Management Leave (no carry over)
- 3.7 hours per pay period sick leave
- Annual Car Allowance
- \$900 annual Professional Development Allowance
- Details upon request



CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered 'at-will' and is designated Management for labor relations purposes. Incumbents are also subject to overtime, standby, callback, weekend, holiday and shift assignments. The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management".

APPLICATION PROCEDURES/FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made on your qualifications.

Resumes will not be accepted in lieu of a complete application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodation Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form. <http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening *if applicable and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Office within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/ Personnel.



The County of Stanislaus and its employees embrace the Club Wellness Mission Statement.

The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce. “Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.

For more information on Club Wellness go to www.myclubwellness.org

