



Adult Protective Services Manager IV

Community Services Agency

\$98,508 - \$147,763 Annually

This is a continuous recruitment.

We encourage you to apply immediately as this recruitment may close at any time.



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.

THE IDEAL CANDIDATE

The ideal candidate will utilize their leadership skills while performing complex administrative work in planning, organizing, and directing the activities of staff. Their role will involve managing projects and operations in accordance with Federal and State regulations and budgets while reporting to the Associate Director of Adult Child and Family Services and collaborating with the leadership team. The incumbent will oversee the Adult Protective Services programs and supervise middle-level management, possibly including first-level supervisory roles such as Social Work Supervisors. The ideal candidate is a seasoned manager with extensive experience in administering various public assistance programs, coupled with a steadfast commitment to guiding staff and programs in alignment with the County and Agency Mission.

*We build community by cultivating safety, stability, and resiliency –
strengthening the foundation for all.*

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 \$384 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) Finance and Operations Division; (4) Housing and Homelessness; and (5) Administration.



*For further information on the Community Services Agency,
scan the QR code or visit www.csa-stanislous.com*



TYPICAL TASKS

- Provide leadership and serve as a subject area expert on Adult Services providing technical advice to other departments and agencies;
- Provide written analysis, evaluation, and recommendations regarding Adult Services;
- Identify and implement strategic short and long range planning and programmatic framework to achieve Adult Services goals;
- Administer Adult Services programs;
- Negotiate, prepare, and/or oversee preparation of grant and funding applications and proposals, and administers grants;
- Research and advise on implementation of evidence-based practices and measurable outcomes;
- Develop qualitative and quantitative measures to monitor, ensure, and evaluate programs and projects, contract/grant compliance, professional consultant/contractor performance, and client satisfaction;
- Prepare and recommend project and program budgets and participate in preparation of budgets that support services;
- Supervise, direct, and coordinate outside professional consultants and contract service providers;
- Provide advice to boards, commissions, and committees;
- Represent the agency in meetings and conferences with representatives of state and federal agencies, local public and private agencies and community groups/individuals;
- Assist with presentations before the Board of Supervisors, in addition to public and private groups;
- Monitor contracts related to Adult Services;
- Serve on the Community Services Agency Executive Team;
- Complete and submit Federal, State and County data reporting requirements; and
- Act for the Assistant Director in all matter to which assigned.

MINIMUM QUALIFICATIONS

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge and experience in Adult Services; specifically with the elderly, disabled and care providers;
- Knowledge of Administration and Management- business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources;
- Knowledge and experience setting and implementing the principles of customer service;
- Knowledge of computer systems such as CMIPS (Case Management, Information, and Payrolling System);
- Knowledge in principles of public funding;
- Knowledge in principles of Core Practice Model Initiative and leadership;
- Knowledge of Personnel and Human Resources- principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems;
- Knowledge of Administrative systems and office procedures such as word processing, managing files and records, designing forms, and workplace terminology;
- Skilled in monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action;

KNOWLEDGE/SKILLS/ ABILITIES CONT.

- Ability to apply critical thinking and to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Ability for complex problem solving by identifying complex problems and reviewing related information to develop and evaluate options and implement solutions;
- Skilled in judgment and decision making and ability to consider the relative costs and benefits of potential actions to choose the most appropriate one;
- Skilled in management of personnel resources by motivating, developing, and directing people as they work, identifying the best people for the job, and monitoring and improving morale;
- Ability to manage financial resources to determine how money will be spent to get the work done, and accounting for these expenditures
- Skilled in deductive reasoning to apply general rules to specific problems to produce answers that make sense;
- Skilled in inductive reasoning with the ability combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events);
- Skilled in fluency of ideas with the ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

EDUCATION & EXPERIENCE

- Possession of a Master's Degree in Social Work (MSW), Human Services, Gerontology, Clinical Psychology or Counseling with an emphasis in Marriage, Family or Child Psychology or Healthcare Administration, Public Administration, Public Health or other closely related field; AND
- 2 years of progressive management experience comparable to a Stanislaus County Manager II or III in a Social Services Agency

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-558-1200 to make other arrangements before 5:00 p.m. on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.



COMPENSATION & BENEFITS

Approximate Annual Base Salary:

\$98,508 - \$147,763

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

- Excellent retirement benefits (2% at approximately age 62 formula)
- Medical, dental, vision, and basic term life insurance plans
- County paid Deferred Compensation at 1.5% of base salary
- 2 weeks annual vacation upon entering County service
- 32 additional vacation hours annually
- 56 hours administrative/management leave per year (does not carry over)
- 96 hours of sick leave annually
- 12 paid holidays annually
- \$900 annual Professional Development reimbursement
- Car allowance upon Department Head approval
- Moving allowance recruited from out-of-County
- Disability protection
- Optional participation in Flexible Spending Account programs
- Optional Supplemental Life & AD&D insurance plans
- Employee Assistance Program

Details available upon request

RECRUITMENT INCENTIVES:

Employee Choice Bonus Plan:

Stanislaus County now offers an employee bonus worth up to \$10,000 or 21 additional days of leave time! Visit stanjobs.org for details.

Career Ladders:

We offer valuable tools to help plan your career with Stanislaus County. Find ways to grow and develop within the organization— from Human Resources to Public Safety to IT.

Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.

WELLNESS BENEFITS

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.



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.

The individual selected will participate in the Stanislaus County Pay-for-Performance program, as well as receive additional benefits.

APPLICATION PROCEDURES/FINAL FILING DATE: Open Continuously

Oral Examinations are tentatively scheduled : On a continuous basis

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 of your qualifications.

Resumes will not be accepted in lieu of a completed 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 Accommodations 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.

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment 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 Officer 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 Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.