



Assistant Director Housing & Homeless Services

Community Services Agency

\$113,838 - \$170,747 Annually

Apply by February 24, 2026



Stanislaus County
now offers an employee
bonus worth up to
**\$10,000 or 21
additional days of
leave time!***

*See inside for details

ABOUT THE POSITION

The Housing and Homeless Services (HHS) Division, established in 2019, leads countywide efforts to coordinate housing and homelessness programs. HHS brings together Community Services Agency programs, contracts, and supportive services to deliver compassionate, high-quality solutions that address homelessness across the community. The Housing and Homeless Services Assistant Director serves as the central coordinator and implementer of the County's policy and program development efforts to address homelessness, with the goal of aligning and integrating County policies, programs, services, and funding toward reducing the prevalence of homelessness in Stanislaus County through internal and external collaboration and partnership. This position plays a key role in managing administrative responsibilities for critical programs, including the Access Center Emergency Shelter, Access Center (Homeless Navigation Center), CalWORKs homeless assistance programs, Housing and Disability Advocacy Program, the 9th Street Family Shelter, the Stanislaus Homeless Alliance, and the Stanislaus Community System of Care. Additionally, the division serves as the Collaborative Applicant and Homeless Management Information System (HMIS) Lead for the Stanislaus Community System of Care. The Assistant Director oversees the division and reports to the Agency Director, supported by a leadership team of two senior managers and two program managers and is expected to interface with the Chief Executive Office and other County Departments (Behavioral Health and Recovery Services, Planning and Community Development, etc.) regularly to ensure strategic alignment and focus in this functional area of the organization.

ABOUT THE DEPARTMENT

The Community Services Agency (CSA) offers a wide array of social services to the community, guided by its Mission Statement: "We Build Community by Cultivating Safety, Stability, and Resiliency—Strengthening the Foundation For All." With a dedicated team of over 1,100 employees and an annual operating budget exceeding \$369 million, CSA collaborates with County government agencies and various community-based organizations to deliver culturally responsive and accessible services. More than 308,000 residents benefit from CSA's programs. The Agency is structured 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.

MINIMUM QUALIFICATIONS

Knowledge/Skills/Abilities

- Public Social Services Administration
- Principles of Public Funding
- Budget Preparation & Monitoring
- Leadership Theory
- Service Orientation
- Administration and Management
- Emotional Intelligence
- English Language
- Law and Government
- Education and Training

- Customer and Personal Service
- Critical Thinking
- Management of Personnel Resources
- Writing/Speaking/Instructing
- Systems Analysis/Complex Problem Solvin
- Development of Goals, Objectives, Action Plans, and Performance Measurements
- Evaluation of Legislation and Regulations
- Policies and Procedures Development
- Judgment & Decision Making
- Fluency of Ideas

THE TYPICAL TASKS

- Plan, organize, direct, and manage the functions and programs of the HHS 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 quality improvement 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;
- 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;
- 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;
- Represent the Agency in contacts with the public, community organizations and other government entities;
- 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;
- 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

EDUCATION & EXPERIENCE

- Graduation from an accredited four-year college or university with a Bachelor's Degree in Public or Business Administration, Social Work, Counseling, Social Sciences or closely related field; AND
- Two (2) years of experience performing duties comparable to a Stanislaus County Manager IV; OR
- Five (5) years of progressively responsible management experience in a large public sector organization overseeing social service programs, including outcome-based decision making, interpretation and application of State and Federal laws and regulations, budget development, contract administration, and program planning and evaluation. One (1) of the five (5) years of experience must be comparable to a Manager IV in Stanislaus County

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.



QUICK GUIDE TO APPLYING



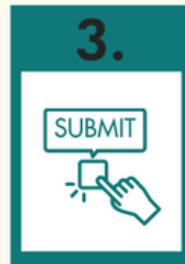
APPLICATION PROCESS



Find the
Right Job



Update Your
Application



Submit Your
Application



Wait for
Processing



Receive Notice of
Application Status

APPLICATION BEST PRACTICES

BE COMPLETE

We screen for qualifications based on the information provided on your application, not on your resume. **Please make sure all relevant experience is listed within the body of your application.**

BE DETAILED

Connect your professional experiences to the job's knowledge, skills and abilities. **Share your work history and how it relates to the minimum qualifications of the position.**

UPDATE YOUR APPLICATION

Take the time to review and update your application each time you apply for a new position. **Ensure that your employment dates are correct and that any relevant skills or experiences are listed.**

ATTACH SUPPORTING DOCUMENTS

Attach any required supporting documentation listed in the Minimum Qualifications. **Not submitting that typing certificate or proof of education could be the reason you are disqualified!**

HIGHLIGHT DESIRABLE QUALIFICATIONS

If there are desirable qualifications listed, they may influence the screening process. **Detail how you meet both minimum qualifications and desirable qualifications in the duties section of your application.**

COMMON MISTAKES TO AVOID

WRITING "SEE RESUME"

Relying on your resume instead of completing the application can hurt your chances. **Be sure to fill out all sections and attach proof of education when required, as resumes alone don't provide the details needed to evaluate your qualifications.**

OUTDATED OR MISSING REFERENCES

Submitting old contact information or leaving references blank can delay the reference check process. **Include current, reachable contact information for all references.**

INCLUDING TOO MUCH OR UNRELATED INFO

Adding long paragraphs or unrelated experiences can make your application unclear. **Keep your application clear, concise, and focused on relevant qualifications.**

ASSUMING COMPUTERS SCREEN APPLICATIONS

Believing that a computer or automated system selects qualified candidates is a common misconception. **All applications are reviewed by trained recruitment analysts, so make sure your experience is clearly detailed.**



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000!**

or 21 additional days of leave time!*

*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE NEW EMPLOYEES TO RECEIVE A BONUS WORTH
\$5,000 - \$10,000 OVER THREE ANNUAL INSTALLMENTS

YOU CHOOSE:
One month's worth of



**Cash
Payout**

Redo that kitchen
or paydown debt.

It's all yours.



**Leave
Time**

Take a little extra time
off and enjoy yourself.

You've earned it.



**Deferred
Compensation**

Reduce some taxable
income and receive it later.

Why not?

Scan the QR code with a camera
app to watch the Employee Choice
Bonus Plan video!



**STANISLAUS
COUNTY HUMAN
RELATIONS**

Take Your Place.



Employee Choice Bonus Plan

UNDERSTANDING THE DETAILS



JOIN OUR TEAM BY JUNE 30TH, 2026 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow those hired full-time on or before June 30, 2026, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



Option 1

BONUS CASH PAYMENT

(Default if employee declines to make a choice)

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



Option 2

BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



Option 3

BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

Eligibility for Employee Choice Bonus Plan



- To receive each payment, you must be hired as a new full-time employee, and be active both on the vesting date and during the pay period in which the payment is issued.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2026, are eligible to receive future payments in accordance with their new hire date.

COMPENSATION & BENEFITS

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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. 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 Accounting 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 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 <https://www.stancounty.com/riskmgmt/risk-dm-jta-class-sub-main.shtm>.

APPLICATION PROCEDURES/FINAL FILING DATE: February 24, 2026

Oral Examinations are tentatively scheduled: Week of March 2, 2026

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.