

JOB OPPORTUNITY NAPA COUNTY

DIRECTOR OF HEALTH AND HUMAN SERVICES

“A Tradition
of Stewardship.
A Commitment
to Service.”

Salary: \$159,536 - \$192,608 Annually
(salary is currently under review)

Napa County is seeking a Director of Health and Human Services who is a collaborative, executive leader with significant experience in the field of Health and Human Services, ideally within the State of California, to lead its largest County Agency which provides comprehensive social, mental health, public health and alcohol and drug services. As Director you will be the driving force in maintaining the excellent service the Agency already provides, while leading this organization to the next level. *Apply today to join our team and make a difference in the thousands of lives we serve in the Napa County community.*



A Tradition of Stewardship
A Commitment to Service

THE AGENCY

The Napa County Health and Human Services Agency provides a variety of services aimed at building healthy, self-sufficient individuals, families and communities. Health and Human Services is an integrated agency (a.k.a.; “super agency”) and delivers services and programs to residents of the County and its five cities from 10 divisions:

- Public Health Services
- Mental Health Services
- Alcohol and Drug Services
- Child Welfare Services
- Comprehensive Services for Older Adults
- Self Sufficiency Services
- Fiscal Services
- Operations Services
- Quality Management Services
- Organizational Resource and Development Services



The shared vision of the Board of Supervisors, County employees, community partners, residents and volunteers support our strong commitment to our clients. The Agency's overarching strategic initiatives include:

- **Improving the Community's Health and Well-Being**
- **Integration of Services**
- **Focusing on Continuous Quality Improvement**
- **Investing in Ourselves as a Workforce**

Currently the Agency provides services from multiple County locations, as well as several other community-based facilities around the County. The Board of Supervisors has recently committed significant funding to rebuild the Agency's main campus. The Agency will likely relocate to one consolidated 25 acre campus in 2015. These new facilities will provide the resources and accommodations needed to improve the efficiency and effectiveness of services provided to our clients.

The Agency has significant support from the Board of Supervisors with a budget totaling over \$89 million for the current fiscal year, which includes approximately \$16 million in funding from the County's General Fund. Overall, much has been done over the years to ensure that the Health and Human Services Agency is a healthy, transparent, well-respected and well-run organization. For the past several years the Agency has been pursuing the organizational model of “Collaborative Management” based on the premise that the Agency will be more effective and productive if employees feel safe, respected and professionally fulfilled.





IDEAL CANDIDATE

The ideal candidate for Director of Health and Human Services will lead this important County Department in building a vision for the future that is shaped by the desire to work collaboratively with key stakeholders creating a better quality of life for everyone in our diverse community. This is an at-will position that oversees an \$89 million budget, 10 division managers and over 400 employees. This position is appointed by the Board of Supervisors as a member of the County's senior management team, and works with the County Executive Officer on a day to day basis providing advice and counsel regarding strategic policy and problem solving issues related to health and humans services in the County. The ideal candidate will have excellent leadership skills, and the expertise and vision to continue effective and efficient management of the Agency while also leading future growth and advancement of the County's goals. This candidate is an experienced organizational leader who excels at leveraging the technical expertise of internal and external resources and is a proven professional who takes initiative, is results oriented, builds positive relationships, develops others, and is diplomatic and an excellent communicator. The ideal Director will manage competing demands, have a passion for public service, a desire to serve the most vulnerable, and a dedication to supporting the social, ethnical and cultural values of the community.

Preferred background and credentials include:

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

EXPERIENCE:

- Ten years of progressively responsible experience in a public or non-profit agency including five years of management and administrative responsibility.
- Experience in an integrated service delivery model (health and social services) is preferable.

EDUCATION:

- A Bachelor's degree from an accredited college or university with major course work in health administration, social work, substance abuse, business administration, public administration, or a related field; an advanced degree is highly desirable.





In addition, we are looking for a candidate who can demonstrate competency in the following areas:

LEADERSHIP

- Uses best practices in organizational management to increase efficiencies and effectiveness
- Understands and values the importance of diversity in the workplace
- Has leadership skills that inspire employees and create a positive and rewarding work environment
- Recognizes the importance of providing consistency in decision making and leadership of staff
- Supports, mentors and guides staff to maximize their expertise and ability to work as a team
- Provides strong leadership, vision and administrative support to County leaders and staff
- Assesses organizational and community needs and successfully collaborates with community partners
- Uses adept problem-solving skills and takes a flexible approach to decision making
- Upholds public trust and leads with integrity, transparency and unquestionable ethics

PARTNERSHIPS / LEGISLATIVE AFFAIRS / POLITICAL ACUMEN

- Understands internal and external needs related to weaving services between government and community-based organizations to support the needs of the community
- Successfully works with and maintains relationships with labor management groups
- Travels to attend local and occasionally statewide meetings related to Agency programs and policies
- Represents the County at various community meetings and sit-on multiple local boards, groups and committees
- Monitors legislation and engages decision makers on policy and measures that may affect programs and services

BUSINESS ADMINISTRATION / FISCAL MANAGEMENT

- Has extensive experience in preparing and monitoring large and complex budgets
- Has sound working knowledge of the complexities of social service, healthcare and other programmatic financing
- Is detail orientated and has an understanding of compliance issues related to a governmental agency
- Develops practices that endorse accountability and assists in achieving continuous improvement goals
- Adheres to all fiscal and legal responsibilities as well as federal and state mandates
- Demonstrates operational agility to provide needed services

PROGRAMS / SERVICES

- Is actively involved in the countywide management and implementation of: Affordable Care Act, call center networking, Katie A, Healthy Kids, MediCal, Public Health Reform, etc.
- Designs and facilitates improvements to service delivery systems
- Possesses a big picture understanding of comprehensive programs and services
- Stays informed regarding innovative and best practices associated with health and social service programs and services
- Makes certain all programs are structured to ensure accessibility to all

COMMUNICATIONS

- Is the face of the Agency representing the department and services to the community
- Develops trusted relationships and successfully influences others
- Has the ability to write clear and effective communications
- Uses excellent verbal and written communications to clearly articulate vision and strategy
- Uses adept public speaking and media relations skills

THE COUNTY

The County is home to over 135,000 diverse residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities. Most Napa County residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat with a population of 74,000, to Yountville, with 3,280 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

A general law county, Napa County is governed by a five-member Board of Supervisors who appoint a County Executive Officer who is responsible for providing overall management for the County's operations, including day-to-day supervision of the County's appointed department heads. The County has a budget of over \$452 million, with a General Fund budget of approximately \$176 million and has enjoyed relative financial stability in recent years; even during the recent economic downturn. The County's over 1,300 employees provide services to the public through 18 departments; five managed by elected officials and the remainder managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. As an organization, the County is dedicated to improving the lives of its residents and reflecting the best of the community's values: integrity, accountability and service; and their mission to preserve agriculture and the environment and to provide leadership and services to advance the health, safety and economic well-being of current and future generations.



SALARY - \$159,536 - \$192,608 Annually DOE/DOQ (salary is currently under review)

BENEFITS - For more detailed benefits information, ["Click Here"](#)

- **Medical Insurance** - Choice of a variety of CalPERS Health Plans. The County makes a significant contribution toward premium for employee and dependents.
- **Dental Insurance** - Choice of two Delta Dental plan options. County pays full premium for employees and their dependents.
- **Vision Insurance** - Employee pays premium for coverage.
- **Life Insurance** - Equal to one times annual salary with the premium paid by the County; option to purchase additional insurance.
- **Employee Assistance Program** - Employees and their dependents.
- **Short-term Disability**- County paid STD plan in lieu of SDI.
- **Long-term Disability** - 2/3 of current salary paid after 90 day waiting period.
- **Deferred Compensation** - Voluntary plan; eligible for annual employer match up to \$1,000.
- **Vacation** - 15 – 26 days annually based on years of service. Prior government service can be used in calculating vacation accrual rate at time of hire with the approval of the County Executive Officer.
- **Sick Leave** - Twelve days annual sick leave with unlimited accrual.
- **Holidays** - Eleven paid holidays per year.
- **Personal Leave** - 19 hours credited during the first pay period of the fiscal year.
- **Management Leave** - 80 hours per fiscal year.
- **Automobile allowance** - \$220.00 twice monthly.
- **Retirement** - The County participates in the California Public Employees' Retirement System (CalPERS).
- **Post-retirement Medical** - County offers a post-retirement medical benefit program.
- **Cell phone/Blackberry allowance** - Allowance dependent upon usage.

The County of Napa does not participate in Social Security.

HOW TO APPLY - Apply by October 4, 2013. Email your cover letter and resume to:

- wendi@wbrowncreative.com, or
- Fax to: 866-224-1423
- Contact Wendi Brown with questions: 541-858-0376 (direct), or 866-929-WBCP (toll free)