



TEHAMA COUNTY
invites applications for the position of:

Social Services Director (Contract Position)

SALARY: See Position Description

OPENING DATE: 03/18/15

CLOSING DATE: 04/16/15 05:00 PM

DESCRIPTION:

The department is recruiting to establish an eligibility list of qualified applicants for vacancies that become available within one year of the closing date of this job announcement. The department maintains the right to abolish the eligibility list at any time during the year and conduct another recruitment to establish a new eligibility list.

The department currently has one vacancy.

Contract position salary is dependent upon qualifications

\$7,980-\$9,775 mo. plus negotiated benefits

Incomplete applications will not be accepted. Please be sure to answer all supplemental questions attached and upload copies of required degrees, licensures, certifications, etc.

DEFINITION

Under general administrative direction of the County Chief Administrator and the Board of Supervisors, plans, organizes, coordinates, and directs the Public Assistance, Child Protective Services, Adult Protective Services, Employment Services, In- Home Supportive Services and related programs of the Social Services Department and the Community Action Agency; directs the work of a large, multi-disciplined staff through subordinate supervisory staff including through a Chief Deputy Director; acts as the Executive Director for the Community Action Agency and the Public Authority Director and performs other related work as required.

EXAMPLES OF DUTIES:

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Ø Plans, organizes, coordinates, and directs the operation of the County's Social Services Department, Community Action Agency and the Public Authority based on administrative policy direction provided by the County Board of Supervisors, the Chief Administrator, Federal requirements and State regulations and policy.
- Ø Acts as liaison between the county governing body, other social services and federal or state governmental agencies. Determines and recommends the Department's role within the community under direction from the Board of Supervisors

- Ø Directs and participates in the preparation of the Social Services Department, Community Action Agency and Public Authority budget for submission; presents budget requests with accompanying justification
- Ø Delegates administrative, technical and supervisory responsibilities as appropriate; cooperates with State and Federal program agencies to ensure fulfillment of established goals and objectives.
- Ø Analyzes, interprets, and evaluates the effect of Federal, State, and local legislation, rules, policies, and procedures on county programs related to the Social Services Department, the Community Action Agency and the Public Authority. Educates the Board, the Chief Administrator and staff on the impact of any changes. Monitors and analyzes state and federal policy development in the field for the consideration by the Board of Supervisors.
- Ø Provides for a public relations program within the county to clarify and communicate Social Services and Community Action Agency program information.
- Ø Leads development of community interest and understanding of the needs of low income client communities and the issues of child and adult abuse and neglect and assists the staff and community in planning ways to meet these needs.
- Ø Addresses local, civic organization on various aspects of the Social Services programs and Community Action programs; explains and interprets federal and state rules and regulations and the local department administration.
- Ø Meets with representatives of other county Social Services agencies and Community Action agencies in the state on matters related to the development and implementation of new and amended programs as well as ongoing oversight of existing programs within the department.
- Ø Coordinates the provision of services offered and resolves problems of interagency relationships.
- Ø Works cooperatively with other County Department Heads and managers to develop and implement plans and programs to ensure coordination of services for clients who may be receiving services from multiple County departments.
- Ø Develops personnel policies, standards of performance and promotes staff development within confines of prevailing federal, state and local laws.
- Ø Provides leadership and role modeling of professional standards of operation and practice within the department following Board expectations of a fast paced, high performing and collegial leader.
- Ø Performs related work as required.

EDUCATION, EXPERIENCE & LICENSES:

Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Ø Bachelor's degree from an accredited college in Public Administration, Business Administration, Personnel Management, Social Work, Sociology, Psychology, Education or a closely related field. A Master's degree is preferred.
- Ø Five (5) years of progressively responsible experience involving the management and supervision of social services programs and staff.
- Ø Other combinations of education and experience may be considered

License & Special Requirements:

Ø Requires a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 50 pounds, as necessary to perform job functions. Employees must be able to travel in cars and airplanes individually and in groups to attend regional, state and national conferences; normally employee drives him/herself to meetings.

WORKING CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EQUAL OPPORTUNITY EMPLOYER/AMERICAN WITH DISABILITIES ACT COMPLIANT/VETERAN'S PREFERENCE POLICY/DRUG-FREE WORKPLACE**RECRUITMENT INFORMATION:**

Applicants must submit their application through our on-line application process at <http://agency.governmentjobs.com/tehama/default.cfm>. With this method you will receive immediate email notifications.

On the NEOGOV webpage click on the Social Services Director job title and then click on the "Apply" link!

If this is the first time you are applying using our on line job application, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for more than one job opening.

You are **required** to provide a valid email address as you will receive an email confirming that your application was received by Tehama County. You should receive this confirmation email within one day after clicking on the "Send" button. If you do not receive the confirmation email, **please check your spam folder before contacting Tehama County Personnel.**

Please note: You will be contacted via email with regards to the next step of the application process.

Please ensure that you have a **valid** email address listed on your application.

For questions regarding this recruitment, please contact:

Tehama County Personnel
727 Oak Street Suite 105
Red Bluff, CA 96080
530-527-4183

Applications must be received by the closing date and time to be considered.

Incomplete applications will not be considered

Copies of all required degrees and/or certifications as outlined in the job description must be provided. Please attach copies of all required educational degrees beyond high school and special requirement documents such as certificates, licensures, etc. to your job application form to assist in the recruitment process. These can be uploaded on the NEOGOV website.

If unable to provide at time of applying, all required documents must be provided prior to beginning work if offered a position. Applications will be screened based solely upon written information provided.

All offers of employment are contingent upon successful completion of background, fingerprinting and physical examination provided by the County.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.tehama.ca.us>

Position #20150416SSDDirector
SOCIAL SERVICES DIRECTOR (CONTRACT POSITION)
PH

727 Oak Street
Red Bluff, CA 96080
530-527-4183

Social Services Director (Contract Position) Supplemental Questionnaire

- * 1. Please tell us your style of management in regards to accountability, delegation, planning, direction, and decision making and how you apply these to different levels of employees and management.
- * 2. Please describe your experience and knowledge of aid and employment programs, Child Welfare, and Adult Services. What were two of the most pressing issues you have been faced with and how did you handle the situations?
- * 3. Please describe your budgetary experience. What was the most difficult budget process you have been involved in and what role did you play?
- * 4. If you were appointed Social Services Director for Tehama County what would be your greatest priorities, goals while working in this position?
- * 5. As a director you will handle many Personnel issues with a wide range of personalities and levels of employees. As director, what would be your philosophy and approach in handling Personnel issues? Please give examples of how you have applied problem solving skills in the past.

* Required Question