



The County of San Bernardino  
invites application for the position of

## Deputy Director, Program Development

Job Number: 14-18167-01

### **SALARY**

\$39.50 - \$50.55 Hourly \$6,846.67 - \$8,762.00 Monthly \$82,160.00 - \$105,144.00 Annually

**APPLY BY:** 05/09/14 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/hr>

### **THE POSITION**

The **Human Services Program Development Division** is recruiting for a **Deputy Director, Program Development** to plan, organize, and direct the operations of the Program Development Division (PDD) of Human Services (HS). Deputy Directors perform the following duties: plan, organize, and direct the development of major programs for Human Services departments; direct the development of new and revised agency programs, goals, operational policy, procedures, and methods; analyze reports and operational data to ensure quality and effectiveness of programs and compliance with state and federal laws; recommend/review division policies and procedures, and prepare comprehensive management and statistical reports; oversee selection of staff, training, work performance evaluations, disciplinary actions, and other personnel related activities; and participate in developing the division budget, monitor expenditures and revenues, and ensure the fiscal integrity of the department.

For more detailed information, refer to the [Deputy Director, Program Development](#) job description.

### **MINIMUM REQUIREMENTS**

**Education:** Thirty (30) semester (45 quarter) units of completed college coursework, half of which **must** be upper division in behavioral/social science, natural science, public/business administration, education, or humanities. *A list of completed college coursework **MUST** be submitted with the application if the applicant does not possess a Bachelor's degree or higher in one of the qualifying fields of study listed above.*

**AND**

**Experience (applicant must meet one of the options listed below):**

**Option 1:** Three (3) years of experience performing duties equivalent to a [Supervising Program Specialist](#) in San Bernardino County overseeing staff engaged in reviewing and determining the impact of proposed and actual federal and state regulatory/legislative changes.

**Option 2:** Three (3) years of experience as a second-level supervisor or manager in a human services program, which includes responsibility for program development, evaluation, and implementation.

### **DESIRED QUALIFICATIONS**

The ideal candidate will possess at least a Bachelor's degree in a qualifying field and have experience with planning, organizing, and directing the operations of a Human Services Unit in a government agency.

### **SELECTION PROCESS**

There will be a **Competitive Evaluation** of qualifications based on a review the Application and Supplemental Questionnaire; therefore, it is important that application materials are complete and clear. *Do not refer to a resume.*

*The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.*

Applications may be obtained and filed online at: <http://www.sbcounty.gov/hr>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

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**Issue Date:** 4/19/14 JM