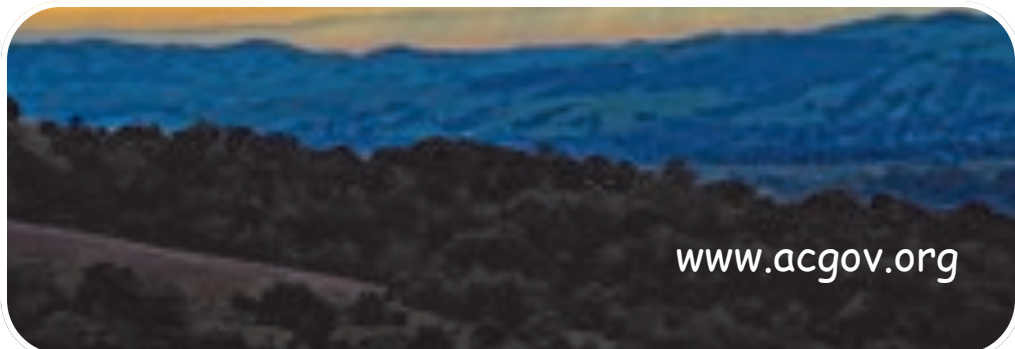


THE COUNTY OF ALAMEDA SOCIAL SERVICES AGENCY

Invites you to apply for the position of ● ● ● ● ● ● ● ●

Financial Services Director, SSA



Alameda County Social Services Agency is searching for a Financial Services Director to oversee and direct the financial operations of the Agency. This responsibility includes planning, developing, implementing and monitoring over a \$650 million dollar budget that funds over 40 programs, directing and supervising proper accounting and fiscal monitoring systems; oversight of recipients' payroll operations; contract services; and grant administration and welfare claims.

The Social Services Agency consists of the following four departments whose mandated services include:

- Workforce and Benefits Administration administers the eligibility and disbursement of mandated assistance programs and provides the required employment and support services for public assistance recipients.
- Children and Family Services provides emergency response and shelter services as well as investigative, maintenance, reunification, and permanent placement services and administer the Foster Care Program.
- Adult, Aging and Medi-Cal Services (AAMS) provides Adult Protective, Public Guardian/Conservator/Administrator, and Older American/Californian Acts services. AAMS also administers in Home Supportive Services (IHSS), Regular Medi-Cal and Long Term Care programs and operates the Area on Aging and Veteran Services Office.
- Administration and Finance provides support to Agency departments and staff through various administrative areas such as Information Technology and Services, Human Resources and Training, Finance and General Accounting and general Office Support Services.

QUALIFICATIONS INCLUDE:

Possession of a bachelor's degree from an accredited college or university with a degree in accounting; business administration, public administration, or a closely related field. The equivalent of four years of progressively responsible experience in a management or administrative capacity which included fiscal and budget activities, two years of which required considerable independent judgment in financial policy development and interpretation. (Additional professional financial or administrative experience may be substituted for the bachelor's degree on a year for year basis.)

Statement From the Director

While the current fiscal climate has proven to be challenging for County government, it has also proven to be a time of new possibilities and opportunities. Along with the Agency's Executive Team, I am seeking ways to broaden collaboration with outside partners and be creative in how services are delivered efficiently to our customers. To be successful in this endeavor, we will need to work cohesively as a team. The Social Services Agency has a great staff and an enormous capacity to improve our work with and for the community and clients we serve.

In general, my goals are to increase visibility of the Social Services Agency in the community, to deepen current partnerships and to increase collaborations with communities and other public agencies. Together I hope that we can create an Agency that is responsive to the needs of the community and that provides growth opportunities for its staff. Should you become a part of our team, I look forward to you assisting in the development of these partnerships, collaborations and the anticipated growth of our staff.

Lori Cox, Agency Director

THE IDEAL CANDIDATE

In addition to meeting the minimum qualifications, the Finance Director will have a solid history of:

- ♦ **Overseeing budget preparation**, including planning, organizing, and directing a large organization's budgeting process, line item budgeting systems and a thorough understanding of current trends in health and welfare fiscal operations, including utilizing computer applications related to financial analysis and accounting.
- ♦ **Practicing techniques of financial analysis**, including conducting budgetary, contract and grant administration and financial recordkeeping and reporting practices and performing cost/benefit analyses.
- ♦ Researching, compiling and summarizing varied information, evaluating alternatives and **reaching sound conclusions**.
- ♦ **Understanding fiscal impacts** of legislation and state memoranda related to state and county allocation formulas.
- ♦ **Effectively implementing management principles and practices** when providing employee supervision. Effectively plan, supervise, review and evaluate the work of others either directly or through subordinate supervision.
- ♦ **Communicating effectively**, including the ability to write complex technical reports and conduct effect meetings and representing the department and the County in meetings with others.
- ♦ **Being a politically astute leader**, possessing the skills necessary for identifying, navigating and successfully interacting within the dynamics of the organization while maintaining sensitivity to the competing needs of a wide variety of internal and external stakeholders with strong interpersonal skills required to develop an effective, cohesive accounting and fiscal team.
- ♦ **Performing as a strong collaborator**, adept in identifying opportunities and taking action to build strategic relationships to help achieve agency goals and building effective collaborative environment with internal and external stakeholders.
- ♦ **Being a innovative thinker** who combines ideas in unique ways and can explore situations from multiple perspectives while quickly calculating risks and initiating action to achieve a recognized benefit.

Alameda County Social Services Agency Mission

Our mission is to promote the economic social well being of individuals, families, neighborhoods and communities.



SUPPLEMENTAL QUESTIONNAIRE

Thank you for your interest in the position of Financial Services Director, SSA. This supplemental questionnaire is designed to evaluate your experience and ability to communicate clearly and effectively in writing. **Your completed response to this supplemental questionnaire must be submitted with your application in order to be given full consideration for the next phase in the recruitment process.** Please keep your answers to no more than page per question. However, you are encouraged to provide as much detail as possible in your answers. We are searching for specific examples of some of your past accomplishments and challenges and request that you formulate your answers to describe the specific situations, your role and actions taken and the impact your actions had on the organization or particular project outcome.

1. Describe your experience managing the financial services of a large Social Services and/or Human Services Agency (or similar) organization. What have you done to position yourself as a strategic partner to business operations?
2. Tell us what you have done to manage the financial aspects of a new program implementation. What was the program? What was your role? What steps did you take toward proper implementation? What was the outcome?
3. Describe a recent example of a recommendation you made to maximize funding for a specific programmatic area. Tell us how you developed your recommendation and describe your role in initiating a plan of action to ensure that resources were available to meet the needs of the program. What was the result?
4. Describe your most successful assignment related to budget oversight and preparation. Explain why it successful. What could have improved the project? And what philosophy and strategies did you bring to the implementation?

APPLICATION PROCESS

If you are interested in this opportunity to help Alameda County Social Services Agency achieve its vision and mission, please complete an **application and supplemental questionnaire on-line at www.acgov.org/hrs**. The final filing deadline is **September 15, 2013 at 5:00 p.m.** Applications will be screened according to the qualifications outlined in the Ideal Candidate section of this brochure. The most qualified candidates will be invited to participate in the selection process. Please contact Lone Bell at 510-272-6456 with questions regarding this position.

Tentative Selection Schedule:

- ⇒ **Application and Supplemental Questionnaire Final Receipt Date: September 15, 2013**
- ⇒ **Interviews tentatively scheduled for October 16 and 17, 2013**

COMPENSATION

The annual salary range for the Financial Services Director, SSA is from \$120,099—\$145,912. The County also offers an attractive management benefits program with the following elements: Retirement Plan covered by the 1937 Act; Management Benefits Cafeteria Plan; Health and Dental Insurance; Life/Accident Insurance, Paid Vacation & Sick Leave, Management Leave (7 days), Holidays (11 paid holidays; 4 floating holidays); Dependent Care Salary Contribution Plan and a Deferred Compensation Plan.