



COUNTY OF VENTURA

***Mission Statement***

We strengthen families, support self-sufficiency and promote safety, health and well being.

# Ventura County

*Invites your interest for*

## **Assistant Public Administrator— Guardian—Conservator**

*Base salary (maximum): \$106,375.85 Annually*



# Live Healthy • Work Inspired • Play Happy

## The County of Ventura

From rolling hills to sweeping ocean views, Ventura County is located on the “Gold Coast,” approximately 50 miles northwest of Los Angeles and 30 miles south of Santa Barbara. The near perfect Mediterranean climate with an average annual temperature of 74.2 degrees and a wonderful quality of life are a few of the reasons many of the 802,983 residents call Ventura “home.” Ventura has a diverse economic base from tourism to high-tech enterprises in beautifully planned communities, making the region one of the safest and fastest growing in Southern California.

The County’s 1,873 square miles include 1,846 square miles of land with 43 miles of coastline which is home to the following cities and points of interest: Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, Santa Paula, Simi Valley, Thousand Oaks, and Ventura as well as national protected areas such as parts of the Angeles National Forest, Channel Islands National Park, and the Santa Monica Mountains National Recreation Area.

The County of Ventura offers numerous year-round activities ranging from walking on the beach to enjoying a concert in a park or sailing to the Channel Islands or hiking in the Los Padres National Forest. Ventura County is home to the Ronald Reagan Presidential Library and Museum, the San Buenaventura Mission, art galleries, and a state-of-the-art Civic Arts Plaza.

Ventura County has a strong economic base that includes major industries such as biotechnology, agriculture, advanced technologies, oil production, military testing and development, and tourism. Home to two universities (California State University Channel Islands and California Lutheran University), and three Community Colleges (Moorpark, Oxnard, and Ventura), multiple university extensions, institutes, and adult schools, the County enjoys a strong structure for workforce development.

## County Government

The County of Ventura is a general law county, governed by a five-member Board of Supervisors, elected at-large. The Supervisors appoint a County Executive Officer to oversee the day-to-day operations and also advise, assist and act as an agent for the Board of Supervisors in all matters under the Board’s jurisdiction. County operations have an operating budget of approximately \$2.3 billion with a staffing allocation of 8,900.

## Public Administrator

The Public Administrator investigates and administers the estates of persons who die with or without a will or an appropriate person willing or able to act as the administrator. The Public Administrator only becomes involved when there is no one else with higher authority to administer the decedent’s estate. The Public Administrator also coordinates Ventura County’s Representative Payee Program. This is a voluntary program that provides bill-paying support to clients of Ventura County Behavioral Health who receive benefits from Social Security.

## Public Guardian

The Public Guardian oversees the care of people, including the elderly and those who are gravely disabled due to mental illness, who are unable to care for themselves. The Public Guardian functions as the legally-appointed guardian or conservator of persons found by the Superior Court to be unable to properly care for themselves or their finances.

## The Position

Under the general direction of a Deputy Director Human Services Agency, the Assistant Public Administrator-Guardian-Conservator plans, coordinates, and supervises the activities of the Public Administrator-Guardian-Conservator Office with accountability to the Public Guardian who is also the Director of the Human Services Agency.

This single position classification has full responsibility for management, planning, strategic development and implementation of the functions of the Office.



Qualifying education and experience would include a Bachelor's Degree in a related discipline, such as Public/Business Administration/Management, Public Health, Social Work, etc.; AND a minimum of three (3) years of management, supervision and professional level administrative experience within a multi-disciplinary public administrative or human service delivery system. Related experience as noted may be substituted for the education requirement on a year for year basis. Candidates must also possess and maintain a valid California Driver License. Desired is experience performing Public Administrator/Public Guardian-Conservator functions, demonstrating strong management in a very fluid environment with diverse clients/stakeholders, and making public presentations on topics related to human services programs.

## Typical Duties

The duties may include, but are not limited to the following:

- Represents the County and the agency in contacts with Federal, State, County, and foreign governmental agencies or departments, private organizations, professional related groups and the public;
- Designs effective work processes and monitors performance outcomes to meet agency goals and objectives;
- Prepares and administers Public Administrator/Public Guardian/Conservator Programs and procedures;
- Assists agency and department heads in formulating and implementing department operating policies and procedures;
- Provides consent for medical, psychiatric, financial, and social decisions for clients and obtains court approval as necessary;
- Prepares required reports and activity/work measurement reports; compiles and analyzes financial and statistical information to improve operations and/or change service delivery methods in alignment with agency objectives and legal requirements;
- Briefs agency head on the department's operations; on sensitive matters that may result in unfavorable interpretation by the press or the public or that could result in litigation;

## Compensation and Benefits

Current Annual Base Salary Range:  
\$75,982.75 —\$106,375.85 per year

The County offers an attractive compensation and benefits package. In addition to the above base salary, other "cash-like" benefits include up-to a 3% match on your 401(k) contributions. After using a minimum of 80 hours of annual leave during a 12 month period, you may redeem a portion of the accrual annually.

### RETIREMENT/SOCIAL SECURITY

Both the County and you contribute to the County's Retirement Plan, which immediately vests in your Ventura County Employees Retirement Association (VCERA) account. Defined retirement benefits vest after five (5) years of service. Compensation for retirement purposes includes all cash compensation excluding overtime, and including Flexible Benefits contribution. The County and you also each contribute to Social Security.

### HEALTH PLANS

Medical, Dental, and Vision Plans for you and your dependents. A flexible credit allowance of up to \$9,022 annually.

### FLEXIBLE SPENDING ACCOUNTS

Increase your spending power by reimbursing you with pre-taxed dollars for IRS approved dependent care and health care expenses.

### EXECUTIVE ANNUAL LEAVE

248 hours earned each year, increasing to 288 hours after five years of service. The maximum number of hours that an employee can accumulate annually is 880 hours.

### HOLIDAYS

10 paid days per year



## DEFERRED COMPENSATION

You may elect to contribute to one or both of the County's deferred compensation plans (established under Internal Revenue Code Sections 401(k) and 457). If you participate in the County sponsored 401(k) plan, the County will match a part of your contribution up to 3% of your salary, on a pay period basis. You must be regularly scheduled to work 40 hours or more each pay period to participate in the 401(k) plan.

These plans enable you to build long-term savings while deferring current federal and state income taxes. In addition to pre-tax contributions, you are also able to make after-tax contributions through the Roth option available in the 457 plan.

The incumbent will receive Management benefits at the MB2 level and is not eligible for overtime compensation.

Other benefits include: Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Benefit Reimbursement Program and a Wellness Program.

## The Process

To apply for this exceptional and unique career opportunity, please do one of the following:

E-mail your current resume to: [katie.reynolds@ventura.org](mailto:katie.reynolds@ventura.org);

Mail a hard copy of your current resume to  
Katie Reynolds  
County of Ventura Human Resources  
800 South Victoria Avenue, L-1970  
Ventura CA 93009

Submit an online application at [www.ventura.org/jobs](http://www.ventura.org/jobs) and attach your current resume.

First review of applications is anticipated to be on October 2, 2017.

For further information regarding this recruitment, please call Katie Reynolds at (805) 654-2563 or e-mail her at [katie.reynolds@ventura.org](mailto:katie.reynolds@ventura.org).

