

County of Ventura Department of Child Support Services



Mission Statement

The mission of the Ventura County Department of Child Support Services is to promote the well-being of children and families by working to ensure that children receive consistent and reliable support from both of their parents.

Invites your interest for
**Assistant Director -
Child Support Services**

Base salary: \$141,964 to \$198,770 Annually

Live Healthy • Work Inspired • Play Happy

County of Ventura

Ventura County is located on California's "Gold Coast," approximately 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara. Residents enjoy rolling hills and sweeping ocean views in a nearly perfect Mediterranean climate with an average annual temperature of 74.2 degrees. The beauty and weather combined with a wonderful quality of life are among the many reasons our residents choose to call Ventura County "home."

Ventura is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, as well as to 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 approximately 8,900. The County has excellent financial standing with its AAA rating, the highest possible long-term bond rating, from Moody's and Standard & Poor's. The County excels in its financial and business operations which are based in continuous process improvement and was just ranked as the third best large County in the United States for its use of technology to improve services and boost efficiencies for the public.



Department of Child Support Services

The mission of the Ventura County Department of Child Support Services (DCSS) is to promote the well-being of children and families by working to ensure that children receive consistent and reliable support from both parents. Our core purpose is to help families thrive. As an agency we accomplish this by transforming lives through the true power of child support. Child support drives powerful outcomes by uniting families in separate households, providing stability for children and allowing parents to focus on dreams, hopes and the well-being of their children.

DCSS faithfully upholds the laws relevant to the establishment and collection of child and medical support with commitment to the community by providing services to promote family self-sufficiency. Child support services are delivered to all customers in a professional and courteous manner with the belief that a positive difference can be made in the lives of children by being dedicated to the DCSS mission and performing all duties to the best of our abilities. Staff treats our community and fellow employees with respect, compassion, and dignity, acts with integrity and is impartial in all decisions.

This is an "AT-WILL" position exempt from the "Civil Service ."



Assistant Director—DCSS

Appointed by, and under the general direction of the Director of the Ventura County Department of Child Support Services (DCSS), the Assistant Director plans, organizes, directs and manages the day-to-day operations and activities of the DCSS and represents the County's interests on committees regarding child support matters.

The successful candidate will have considerable experience related to administering programs and managing staff including related budgets, policies, and personnel related functions. He/she will have innovative ideas and strong leadership skills to drive creative solutions in the county's Child Support program. The ideal candidate will be an experienced, resourceful, problem-solving executive and a collaborative, progressive leader. Candidates are expected to demonstrate initiative, dependability and good judgement. Experience with Title IV-D of Child Support regulations, programs, policies and guidelines is highly desirable.

Qualifications

Any combination of education and experience which has led to the acquisition of the required knowledge and abilities.

The required knowledge and abilities also can be obtained by progressively responsible experience in a local child support agency or in public social services programs providing services to children and families including at least three (3) years of experience directly involved in managing and/or administering related programs.

NECESSARY SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California Driver License.

Experience:

- Supervising program staff in a public-sector environment;
- Preparing and monitoring budgets;
- Establishing policies;
- Overseeing or being responsible for personnel functions including interviewing and making hiring decisions;
- Leading organizational development to achieve a diverse and inclusive culture.

DESIRED

Experience in a Department of Child Support Services subject to enforcement under Title IV-D.

Typical Duties may include:

- Plans, organizes and coordinates the work of staff engaged in the administration of the Department of Child Support Services.
- Confers with the Director, management, supervisory and administrative personnel regarding establishing, coordinating and maintaining goals, objectives, policies, procedures, personnel matters, staff development, fiscal and other business matters in carrying out the operational functions of the department consistent with its mission.
- Reviews correspondence, reports and other material with appropriate personnel; writes or directs the preparation of manuals, bulletins or general instructions on policies and procedures.
- Directly supervises and coordinates the activities, functions and services of mid-management staff and other assigned administrative and clerical personnel; manages remaining staff through subordinate supervisors.
- Discusses matters related to programs or other areas of operations with governmental agencies or interested groups; works collaboratively with representatives from the community to promote departmental goals.
- Oversees personnel decisions affecting the Department; assists in interviewing and selecting personnel.
- Establishes and maintains effective working relationships with other departments, other counties, the courts, professional groups and the public; provides information to market the services of DCSS.
- Responsible for oversight and facilitation of Performance Management Plan; establishes and maintains effective customer service standards that will meet or exceed performance measures established by the State.
- Evaluates the functions and operations of the Department's programs and implements changes to improve effectiveness and ensure compliance with Federal and State performance regulations.
- Travels to and participates in the statewide meetings and conferences as a representative of the Department; confers with the California Department of Child Support Services regarding changes in child support procedures and regulations.
- Acts in the Director's absence as assigned and performs other related duties as required.

We Help Families Thrive

COMPENSATION & BENEFITS

Aside from the **Current Annual Base Salary** up to \$198,770, the Assistant Director—Child Support Services, will also be eligible for the following:

Educational Incentive: *An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate's degree.*

Executive Administrative Leave: *Accrues at a rate of 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service or other public service.*

Annual Leave Redemption: *The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours.*

Deferred Compensation: *Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.*

Health Plans: *Medical, Dental and Vision plans for you and your dependents. You are afforded a flexible credit allowance of up to \$11,622 annually for to use towards your plan elections.*

Flexible Spending Accounts: *Increase your spending power through reimbursement with pre-taxed dollars for IRS approved dependent care and health care expenses.*

Holidays: *10 paid days per year which includes a scheduled floating holiday.*

Miscellaneous Benefits: *Incumbents are entitled to County-paid membership in professional organizations related to their position. Other benefits include: Disability Plans, Employee Assistance Program, Life Insurance, Tuition & Textbook Reimbursement, Benefit Reimbursement Program and a Wellness Program.*

Pension Plan: *Both the County and you contribute to the County's Retirement Plan and to Social Security. Your retirement plan contributions vest immediately in your Ventura County Employees Retirement Association (VCERA) account and the County's Defined Retirement benefits vest after five (5) years of service.*

Based on your hire date with the County, or eligible reciprocal hire date, your retirement plan benefit will be:

Hire Date	Plan Benefit
Before June 30, 1979	2.18% @ age 60
Between June 30, 1979 – December 31, 2012	2.09% @ age 62
After December 31, 2012	2.00% @ age 62

For specific pension plan details, please contact VCERA at vcera.info@ventura.org or call them at (805) 339-2509.

The Process

To apply for this exceptional career opportunity, please send a resume and cover letter which demonstrates your work experience in a local child support agency or in public social services program providing services to children and families including at least three (3) years of experience directly involved in managing and/or administering related programs. Include any experience:

- Supervising program staff in a public-sector environment;
- Preparing and monitoring budgets;
- Establishing policies;
- Overseeing or being responsible for personnel functions including interviewing and making hiring decisions;
- Leading organizational development to achieve a diverse and inclusive culture;
- Working in a Department of Child Support Services subject to enforcement under Title IV-D.

Submit in one of the following ways:

- E-mail to:
katie.reynolds@ventura.org
- Mail to:
Katie Reynolds
County of Ventura Human Resources
800 South Victoria Avenue, L-1970
Ventura CA 93009; OR
- Submit an on-line application with attachments (resume and cover letter) at www.ventura.org/jobs.

Additional information about the recruitment process can be found on-line at www.hr.ventura.org. You may contact Katie Reynolds at (805) 654-2563 or: katie.reynolds@ventura.org. Application materials will be accepted until the position is filled. First review is anticipated to occur on or around April 15, 2019.