



INVITING APPLICATIONS FOR

DIRECTOR

Human Services Agency

Base salary up to \$236,361 annually*

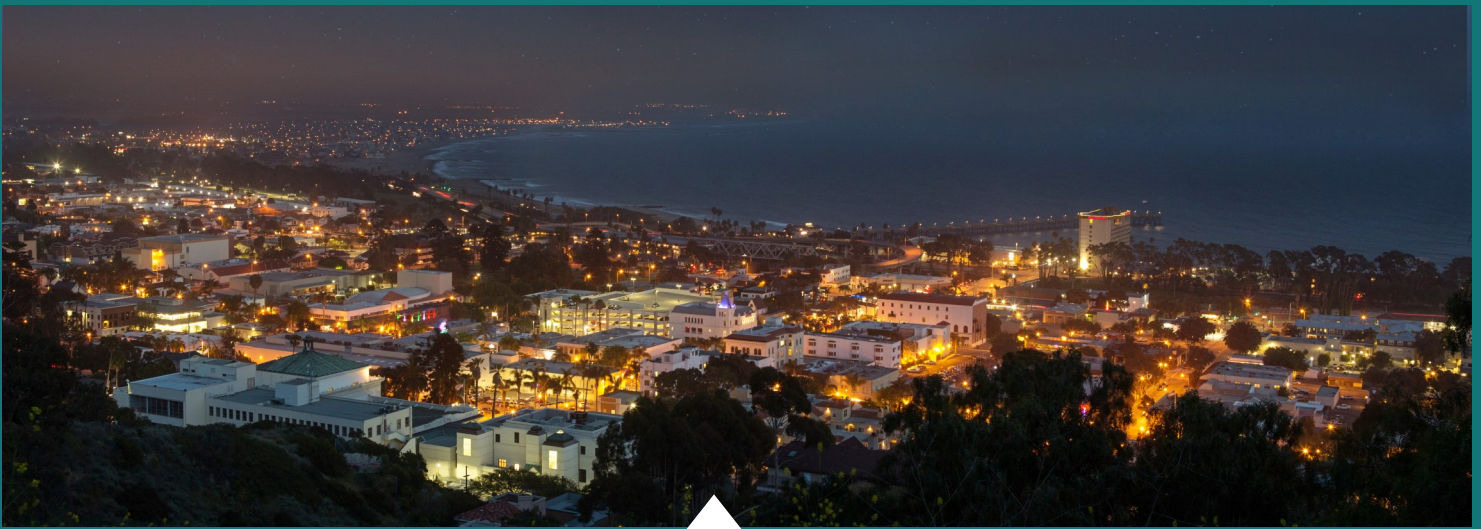
*May be eligible for an educational incentive
of an additional 5% and car allowance



OUR COUNTY & COMMUNITY

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 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 County 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, and to advise, assist and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction.



HUMAN SERVICES AGENCY

One of the County of Ventura's largest agencies, the Human Services Agency provides public services that promote self-sufficiency, health, and well-being for more than one of every four County residents. Human Services Agency programs ensure the protection of children, the elderly and dependent adults, and provide a safety net for individuals and families who need assistance with basic necessities such as food, housing, and health care. The Human Services Agency also helps youth and adults secure employment through education, training, job search skills, and job placement.

The Human Services Agency employs 1,400 employees with an annual operating budget of \$294 million. The Agency strives to maximize funding, grants and other resources to deliver excellent service to the public in collaboration with community partners. In the design and delivery of services provided by the Human Services Agency, the County prioritizes the needs, interests, and diversity of individuals, families, and communities to ensure that policies, programs, and actions communicate respect for the dignity of all people within our multicultural environment.

The Human Services Agency fulfills the County's Strategic Plan to ensure that at-risk groups such as children, older adults, and veterans receive the best treatment and services to achieve the greatest success.

THE SUCCESSFUL CANDIDATE

Appointed by the County Executive Officer, with the concurrence of the Board of Supervisors, plans, organizes, and directs the activities of the Human Services Agency; enlists community interest in and support of Human Services Agency objectives to the public; represents the County's interest before legislative bodies and committees on human services matters.

This position is responsible for operation of an expanding, integrated social services delivery system, including responsibility for the County public assistance and social services programs. This classification is exempt from Civil Service.

The ideal candidate will have:

- Extensive experience leading and administering a large team in a large and complex organization.
- Exceptional analytical skills, including the use of data-driven methodology and financial strategy to best navigate complex, changing landscapes.
- Impressive interpersonal and communication skills, including presenting information to executive leadership for decision-making.
- Exemplary leadership skills required to develop, coach, empower, motivate, and manage staff.
- A strong and enduring commitment to continuous improvement through business process re-engineering, implementation of new technology, organizational change management, and adherence to best practices.

EMPLOYMENT STANDARDS

Progressively responsible experience directly involved in services of a public welfare agency with at least five (5) years in high level administration or management of those services in a large complex organization.

Candidates with a Master's degree from an accredited college or university in Public or Business Administration or a closely related field and experience with Six Sigma Green Belt accreditation are preferred.

Human Services Agency



County of Ventura



TYPICAL RESPONSIBILITIES

- Establishes and maintains appropriate administrative policies, services, structures, controls, and reporting systems for the effective and efficient delivery of social services to the citizens of Ventura County.
- Establishes and maintains goals, objectives and plans for carrying out the functions of the Human Services Agency consistent with overall County goals.
- Presents written and oral testimony on behalf of the Board of Supervisors to state and federal legislative bodies on subjects relevant to the Human Services Agency.
- Represents the County of Ventura on the Board of Directors of the California Welfare Directors Association.
- Works with representatives of the U.S. Health and Human Services Agency, Department of Agriculture, as well as representatives of the state Departments of Social Services, Employment Development, Education, Aging, and Health.
- Supervises and coordinates department and division heads' activities and provides them with needed administrative support and services.
- Coordinates agency activities with other agencies and community organizations.
- Directs preparation and administration of the Agency budget.

COMPENSATION AND BENEFITS

Current Annual Base Salary Range: \$168,813 - \$236,361 Annually DOE/DOQ

The County offers an attractive compensation and benefits package that includes the following:

Automobile Allowance — \$525 per month

Educational Incentive—Possible eligibility for an educational incentive of 2.5%, 3.5%, or 5%, based on completion of an Associate's, Bachelor's, or Master's degree.

Executive Annual Leave—248 hours earned 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. *Credit for prior public service may be considered (Sec. 616A).

Annual Leave Redemption—The ability to “cash in” or redeem up to 100 hours of Annual Leave per year after using 80 hours of annual leave.

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.

Flexible Spending Accounts—Increase your spending power by reimbursement with pre-tax dollars for IRS-approved dependent care and health care expenses.

Pension Plan—Both you and the County contribute to the County's Retirement Plan and to Social Security. If you are eligible, you may establish reciprocity with other public retirement systems such as CalPERS. 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.

Holidays—11 paid days per year which includes a scheduled floating holiday.

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



APPLY NOW

To APPLY for this exceptional career opportunity, please send a **resume and a cover letter that illustrates examples of your experience with all of the following:**

- Your experience managing programs you developed including the operational budget, administration, and scope of the work;
- Your contribution to strategic plan development;
- Any process improvement initiatives you lead and the outcome;
- Making presentations to elected officials, boards, groups, organizations, commissions, state and federal oversight bodies.
- Your experience leading and managing staff, including the titles, sizes, and functions of staff you have supervised; and
- Your experience with public welfare trends and how you have prepared yourself to meet the County's welfare challenges.

If interested, you may do one of the following:

- **E-mail** your current resume and cover letter to: Jessica.Ruiz@ventura.org
- Submit an online application at www.ventura.org/jobs and attach your current resume and cover letter.

Additional information about the recruitment process can be found online at www.ventura.org/jobs.

OR

Contact Jessica Ruiz by email at: Jessica.Ruiz@ventura.org or by telephone at (805) 654-2419.

First review of resumes is anticipated to be the week of May 4, 2020, to determine if the stated requirements are met.