



VENTURA COUNTY
HEALTH CARE AGENCY

The County of Ventura invites your interest for

Administrative & Financial Operations Chief - Behavioral Health



Salary: \$156,465 - \$219,051 Annually, plus benefits



COUNTY *of*
VENTURA



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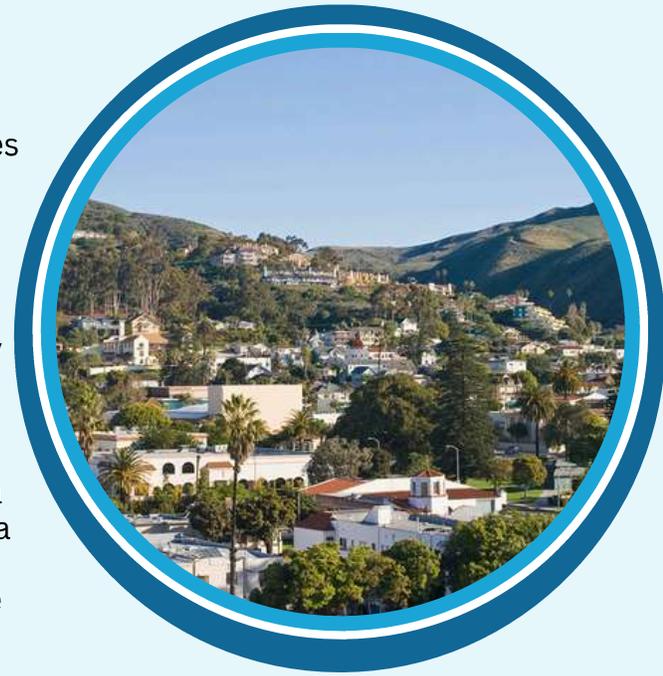
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**Administrative & Financial
Operations Chief -
Behavioral Health**

The County of Ventura

Ventura is located on California's "Gold Coast", about 35 miles northwest of Los Angeles and 20 miles southeast of Santa Barbara.

From rolling hills to sweeping ocean views Ventura County has a near perfect Mediterranean Climate, with an average annual temperature of 74 degrees. This along with the quality of life are just two of the many reasons our residents call Ventura County "home".

The County of Ventura is a general law county, governed by a five-member Board of Supervisors. 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.



Health Care Agency

Our Mission:

Our Mission is to provide comprehensive and compassionate health care for our diverse community, especially those facing barriers, through an exceptional workforce, education, and forward-thinking leadership.

Our Vision:

Setting the standard in health care excellence. Healthy people in healthy communities throughout Ventura County.



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The Position:

Under the strategic leadership of the Behavioral Health Chief Financial Officer, the Administrative & Finance Operations Chief - Behavioral Health role takes charge of the finance operations, strategizing, planning, developing, managing, and executing fiscal goals, objectives, policies, and procedures. Providing expert technical and policy guidance to executive management, the position ensures critical actions are taken to secure long-term, stable resources that align with the agency's mission and future goals.

Additionally, the role analyzes the department's fiscal data needs, spearheading the development and implementation of systems and procedures to meet these requirements. This position also collaborates with various departments and external agencies while delivering high-level administrative support to executive leadership.



Administrative Services Director IV is an At-Will classification that is exempt from the provision of the Civil Service Ordinance





Typical Qualifications:

Education/Experience:

These are entrance requirements to the examination process and ensures neither continuance in the process nor placement on an eligible list.

Any combination of education and experience which would demonstrate possession of the required knowledge, skills, and abilities. An example of a qualifying education and experience is:

- Possession of a bachelor's degree in Business, Finance, Public Administration, or related field, AND six (6) years of recent and progressively responsible experience in administration, finance or accounting, which has at least five (5) years supervising professional-level staff.

OR

- Ten (10) years of recent and progressively responsible experience in administration, finance or accounting, which has at least five (5) years supervising professional-level staff.





What We Offer:

- **Educational Incentive:** May be eligible for an educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion bachelor's degree, OR 5% for completion of a graduate's degree.
- **Bilingual Incentive:** Incumbents may also be eligible for bilingual incentive depending upon operational needs and certification skills.
- **Executive Administrative Leave:** The candidate selected for this position will earn 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. *Credit for prior public service may be considered (Management Resolution, § 1202A)
- **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 within the previous 12 months (Management Resolution, § 1205).
- **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. Effective February 9, 2024 (and annually thereafter in the third pay period of subsequent years), eligible employees meeting the criteria in Sec. 1907 of the Management Resolution will receive two percent (2%) of their annualized compensation contribution towards their 401(k) account.
- **Health Insurance Plans:** Medical, dental, and vision plans for you and your dependents.
- **Flexible Spending Accounts:** Increase your spending power by reimbursement with pre-taxed dollars for IRS- approved dependent care and health care expenses.
- **Holidays:** 12 paid days per year which includes a scheduled floating holiday.
- **Pension Plan:** Both you and the County contribute to the County’s Retirement Plan. If you are eligible, you may establish reciprocity with other public retirement systems, such as PERS.
- **Additional Benefits:** Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Wellness Program.





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How to Apply:

To **APPLY** for this exceptional career opportunity, please send your resume and cover letter illustrating your increasingly responsible experience with administration, finance or accounting in one of the following ways:

- Submit an on-line application and attachments (resume and cover letter) at www.ventura.org/jobs.
- E-mail your resume and cover letter to: erin.niemi@ventura.org.

RESUME EVALUATION: All resumes and cover letters will be reviewed weekly beginning the week of **April 14, 2025** to determine if the stated requirements are met. All relevant work experience, training and education need to be included in order to determine eligibility.

INTERVIEW PROCESS: Following a structured evaluation of the resumes, and cover letters, the most qualified candidates will be invited to a panel interview. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quality of the candidate pool.

BACKGROUND INVESTIGATION: A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information and driving record may be required for this position.



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(805) 654-2568



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