

THE COUNTY OF VENTURA INVITES APPLICATIONS FOR

# Assistant Director Behavioral Health

Annual base salary from \$175,043.54 – \$245,084.97 plus incentives



# THE COUNTY OF VENTURA

Experience the best of Southern California living in Ventura County! Perfectly positioned on the "Gold Coast," it is a short trip from both Los Angeles (35 miles northwest) and Santa Barbara (20 miles southeast). Residents enjoy rolling hills and sweeping ocean views in a sunny and mild climate with an average annual temperature of 74.2 degrees. The scenic beauty, weather, and wonderful quality of life are among the many reasons residents call Ventura County "home."

Ventura County is home to a population of 843,843 residents (as of the 2020 census) and consists of ten cities which include Ojai, Ventura, Oxnard, Port Hueneme, Santa Paula, Fillmore, Camarillo, Thousand Oaks, Simi Valley, and Moorpark. The diverse geography includes beaches, harbors, mountains, farmland, the Channel Islands, state parks, and convenient transportation via major freeways, highways, and a coastal railway. Ventura County is a wonderful place to raise a family, offering reputable schools, excellent healthcare, and a safe community.



## HEALTH CARE AGENCY

The Health Care Agency is the largest department in the County of Ventura employing approximately 3,800 people, with 1,100 of those in direct patient-care positions. The Health Care Agency is a comprehensive healthcare system that encompasses the Ventura County Medical Center (VCMC), Santa Paula Hospital, an Ambulatory Care Department with 24 primary care clinics and 11 specialty care clinics, the Ventura County Health Care Plan, the Public Health Department, and the Behavioral Health Department. VCMC is also home to a top-rated (by Doximity and U.S. News & World Report) Family Medicine Residency Program and has achieved the All Cases Meritorious award for surgical care year over year. It is also the West County Level II Trauma Center and is the only hospital in the county with an inpatient pediatrics unit.

## ABOUT BEHAVIORAL HEALTH

The Ventura County Behavioral Health Department (VCBH) provides mental health and substance use treatment services. VCBH plays an important role as an integrated component of the Ventura County Health Care Agency. We are available 24 hours a day, 7 days a week. We provide support for individuals and families who are in crisis; people considering suicide; or those struggling with mental illness, substance use, or both.

### Mission

Ventura County Behavioral Health is committed to reducing stigma and discrimination. We promote wellness through a whole-person care approach where clients and families are empowered by appropriate, accessible, timely, culturally sensitive, and collaborative behavioral health services.

### Vision

Ventura County Behavioral Health envisions a community where our diverse residents are respected and empowered so those impacted by mental health and substance use can heal, thrive, and lead a healthy, engaged life.

### Values

Respect, Equity, Integrity, Compassion, Collaboration, and Quality



## ABOUT THE POSITION

Under the administrative direction of the Director of Behavioral Health, the Assistant Director is responsible for assisting in the planning, coordination, and administration of all Behavioral Health services. This includes oversight of operational functions such as budget development and fiscal control, staffing and personnel management, and collaboration with the Board of Supervisors, community stakeholders, and partner agencies. While not a clinical position, the role requires a strong understanding of clinical environments to effectively support service delivery and lead administrative functions. The Assistant Director also serves as Acting Director in the Director's absence and must be prepared to step into that role as needed.

This position requires a strategic, organized, and diplomatic leader who can address immediate operational needs while also planning for long-term system improvements. A master's degree is required, and at least three years of executive-level experience in a comparable or larger county or public agency years is highly desired.

## IDEAL CANDIDATE

The ideal candidate is a strong communicator who builds trust with staff, stays focused on countywide priorities, and works in alignment with the department's mission and values. They are a leader who is ready to take on broader responsibility in a complex, high-impact system.

# EXAMPLE OF DUTIES

## Clinical Operations Management and Leadership

- Through subordinate Division managers, manages all departmental clinical operations including integrated (mental health and substance use) county-operated and contracted treatment services for adults, children, and families; forensics & specialty operations, and 24-hour & emergency services;
- In conjunction with the Medical Director and clinical leadership, ensures that clinical services and practices are relevant, current, culturally competent, and meet the goals of the individuals served and the mission of the organization; monitors, evaluates and reports on the efficiency and service quality of contracted services and communicates these findings to the Director; assists in the negotiation of provider contracts;
- Exercises a high level of independent action and decision making over departmental operations;
- Helps develop and maintain a comprehensive system of recruitment, staff development and retention driven by performance standards and accomplishments;

## Financial Planning and Budget Management

- Works closely with Chief Financial Officer and Financial Services leadership to strategize, plan, develop, manage, and execute fiscal goals, objectives, policies, and procedures;
- Assists in preparation, monitoring, modification and maximum use of the Department budget;
- Oversees and analyzes all services, including contractor performance to ensure they are effective, and administered to maximize use of the Department's budget;

## Strategic Planning and Policy Development

- Assists the Director in implementation of long-term strategy, administrative integration, and service delivery phases of major multi-year legislative initiatives;
- Assists the Director in planning, organizing, directing, and coordinating, through division managers, a comprehensive system of integrated behavioral health services, managed care operations and administrative services;
- Assists the Director in providing leadership in evaluating the effectiveness of both organizational practices and treatment services provided by the Department; directs strategic planning, development and evaluation and may facilitate special reviews and may direct changes in Department policies, procedures and service practices;
- Assures that federal, state and local standards, regulations, and laws are effectively implemented;
- Analyzes behavioral health legislation to determine its impact on and implementation of resulting County services;

## Stakeholder and Community Relations

- Assures culturally diverse County community experience, equal access, and equitable services through full operational implementation of a culturally competent system of care;
- Serves as liaison with State and Federal agencies, other County agencies, boards and commissions;
- Establishes effective working relationships with diverse stakeholders and community members, including behavioral health clients/consumers, families, contracted community-based organizations, and other community partners.

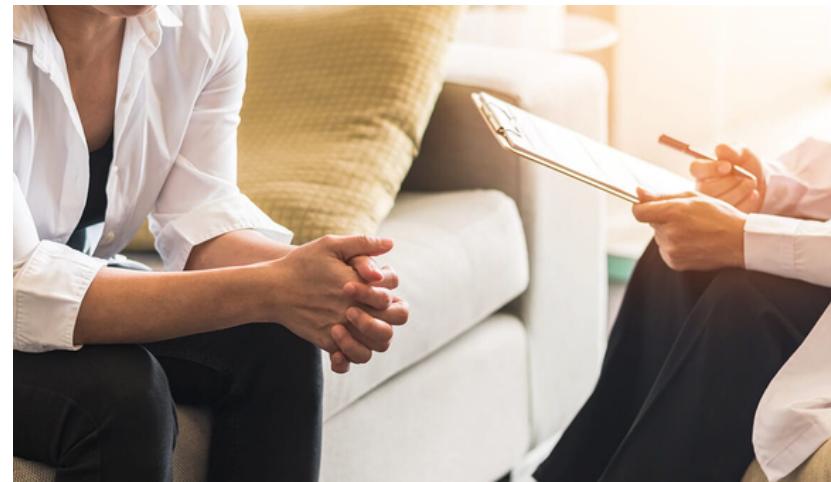
# EXPERIENCE & QUALIFICATIONS

Graduation from an accredited college or university with a Master's degree in one of the following: hospital administration, public/behavioral health administration, public/business administration, mental health, substance use, psychiatric, public health nursing, psychology, counseling, social work, nursing, or a closely related field; and,

Five (5) years of progressively responsible management and administrative experience in a psychiatric, mental health and/or substance use setting. This experience must include responsibility for either program development, evaluation of diagnostic and treatment services, methods, and standards, program planning, implementation, evaluation, budget preparation, and fiscal control. Two (2) years of the above experience must include supervision of subordinate supervisory staff in a psychiatric, mental health and/or substance use setting

## Other Requirements

- Possession of a valid California driver's license by the date of appointment.
- Completion of and passing a thorough background investigation, which may include a CA DOJ and FBI Live Scan.



## Desired Qualifications

- Experience evaluating, preparing and controlling a department budget
- Experience interacting with board and community members
- Experience in a similar size county or larger
- At least 3 years supervision and staffing experience in a mental health setting

## Supplemental Information:

Work is primarily performed in an office environment, but the incumbent will be required to meet with various departments/agencies, business and community groups, the public, and outside vendors. Some travel, primarily within the state, is also required.

**This is an at-will position, exempt from the provisions of the Civil Service Ordinance.**



# WHAT WE OFFER

The County of Ventura offers attractive compensation and complete benefits package. Aside from our base salary of \$175,043.54 - \$245,084.97 annual depending on qualifications, an employee within this position 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 not required for the position.

**Executive Administrative Leave:** The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, 328 hours after 10 years of service, and 368 hours after 15 years of service or credit granted for prior public service (Management Resolution 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.

**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:** You are afforded a flexible credit allowance of up to \$25,558 annually for purchasing medical, dental, and/or vision insurance from a group of authorized plans for Plan Year 2025.

**Holidays:** 12 paid days per year, including an annual scheduled floating holiday.

**Miscellaneous Benefits:** Other benefits include Flexible Spending Account Plans, 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 their position.

**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. <https://www.vcera.org/>



# SELECTION PROCESS

The first review of candidate application materials is anticipated on or around **September 15, 2025**. Interested candidates are encouraged to apply by this date. All relevant work experience, training, and education must be included to determine eligibility. Candidates applying after the first review date will be reviewed weekly thereafter.

After evaluating candidates' CVs or resumes and a compelling cover letter, the most qualified candidates will be invited to a panel interview. The panel interview will take place soon after the first review date. Invited candidates should plan accordingly. The top candidates, as determined by the panel, will then be invited to subsequent interviews with County and HCA Executive Management. The interviews may be consolidated into one process or expanded into multiple interviews, contingent upon the size and quality of the candidate pool.



## HOW TO APPLY

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

- Managing behavioral health programs, including supervising supervisory staff and overseeing multiple service areas
- Preparing, monitoring and controlling department budgets and contracts
- Strategic planning to effectively lead program development, implement legislative initiatives and ensure regulatory compliance
- Proven skills building partnerships with community organizations, boards, and government agencies, emphasizing equity and cultural competence; collaborating and engaging stakeholders
- Demonstrated success in improving service quality, operational efficiency, and driving organizational change in behavioral health settings.

**If you are interested, submit your resume and cover letter at [www.ventura.org/jobs](http://www.ventura.org/jobs)**

**OR**

**contact Sabrina Anderson by email at: [Sabrina.Anderson@venturacounty.gov](mailto:Sabrina.Anderson@venturacounty.gov) or by telephone at (805) 654-2642.**

***Be Part of Something Amazing***