

The County of Sonoma  
*invites applications for:*

*Assistant Director  
of  
Human Services*

Annual Salary  
*\$134,201 - \$163,150*



*Accepting Applications:*  
Through November 10, 2016

## The County Of Sonoma

Located less than an hour's drive north of San Francisco, Sonoma County combines in one location the beautiful Pacific Coastline, award winning wineries, majestic redwoods, historic towns, fine dining, and a wide variety of entertainment and cultural activities. Sonoma County is the largest county in the North Bay, covering approximately 1,600 square miles, and home to over 495,000 residents.

Santa Rosa, with a population of over 171,000, is the County seat and center of government, commerce, and medical facilities. Santa Rosa and the County's seven other incorporated cities each maintain a small-town feel, despite ongoing growth. Fine educational institutions, including Santa Rosa Junior College and Sonoma State University, and local schools rank considerably better in the Academic Performance Index than the state as a whole, further contribute to Sonoma County's exceptional quality of life.

The County of Sonoma is governed by the Sonoma County Board of Supervisors and is comprised of 26 departments/agencies that provide a full range of services to the community through its 4,000+ employees. Sonoma County government has a history of providing excellent and responsive public service while operating under sound fiscal principles. This is achieved in a climate of respect and collegiality. The County enjoys stability in leadership, with four of the five Board members serving a second, third or fifth term. This is further demonstrated by a strong group of department heads who routinely team with middle management on a variety of successful projects.



### The Human Services Department

The Human Services Departments' mission is to protect vulnerable children and adults, and to promote maximum independence and well-being for individuals and families. The Human Services Department's vision is to meet the needs of the community and to empower clients through accessible and responsive services. Human Services has an operating budget of \$325 million for FY 2016-2017. The Departments' four divisions determine eligibility and deliver human services in accordance with state and federal regulations:



- **Adult and Aging** provides 24 hour, emergency response to reports of abuse and coordinates in-home care and supportive services for older adults and people with disabilities to facilitate independent living.
- **Economic Assistance** helps low-income residents, other individuals, and families meet their basic needs by determining eligibility for Cal Fresh, health care (Medi-Cal, the County Medical Services Program, and Covered California), dental care, and General Assistance, a County of Sonoma funded program providing financial assistance to indigent adults.
- **Employment and Training** provides temporary cash assistance and employment services to promote the transition from welfare to work for low-income clients through SonomaWORKS (also known as Temporary Assistance to Needy Families or CalWORKS).
- **Family, Youth, and Children's Services** protects children from abuse, neglect, and exploitation by responding to allegations of abuse 24 hours per day, providing case management services to children in out-of-home placement, facilitating family reunification, recruiting new foster parents, and providing 24-hour emergency shelter for children removed from their homes because of abuse or neglect.



Human Services is also responsible for Sonoma County Upstream Investments, an initiative which seeks to benefit all Sonoma County residents through prevention focused policies and interventions that increase equality and reduce monetary and social costs within Sonoma County.

Additional information about the Human Services Department can be found on the department's website at: <http://sonomacounty.ca.gov/Human-Services>.

## The Position

The Assistant Director of Human Services position is focused on planning, organizing, and overseeing department-wide operations and services; ensuring operational compliance with state and federal laws and regulations; seeking grant and other funding opportunities by promoting departmental and county initiatives; and representing the Director in the community including managing outreach campaigns to inform the public of available services, attending community meetings, and actively recruiting community members for advisory committees.

## The Ideal Candidate Will

- Possess an awareness of Sonoma County culture and diversity, be a strategic thinker with a systems perspective, and understand how various elements interact at the State level, across Human Services' Divisions, County Departments, and throughout the community.
- Be an effective communicator with strong advocacy skills, who will participate in, and be involved with local, State, and larger level related associations.
- Have strong personnel management skills, to connect with staff and champion their development.
- Be client focused; knowledgeable about social service programs, program compliance, and budgeting; and will possess the ability to develop and manage sound strategies to serve the residents of Sonoma County.
- Be familiar with local county initiatives including; Upstream Investments, Cradle to Career, and Health Action.



## Minimum Qualifications

Qualifications for this position include graduation from an accredited college or university with a degree in human services administration, public administration, social work, business administration, economics, psychology, or sociology or a closely related field; and four years of increasingly responsible management experience in a large organization, including program planning and evaluation, budget management, personnel management and performance evaluation, policy development and provision of community services.

Experience managing a human services organization or large division of such an organization is highly desirable.

# Room to Move. Room to Grow.

## What We Offer

Sonoma County offers a total compensation package that is both attractive and competitive. Salary for the Director of Human Services is \$134,201 to \$163,150 annually, depending upon the qualifications of the selected candidate. In addition, the County of Sonoma offers:

- **Paid Time Off:** Competitive vacation accrual and additional management leave annually; eleven holidays per year; generous sick leave accruals and 100% of accrual balance converted to service credit at retirement.
- **Health Plan:** Variety of health plans (PPO, EPO, and multiple HMO's) with a County contribution toward the premium of approximately \$500 per month.
- A cash allowance (in addition to base monthly salary) of approximately \$600 per month.
- Excellent dental, vision, disability, life insurance, professional development and more. Additional details on employment for management employees may be found in the Salary Resolution located at: <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.
- **Retirement:** County Retirement Act of 1937. Retirement is fully integrated with Social Security. With the pension reform, new employees as defined and eligible will receive a 2.5% at 67 formula, or for those individuals who meet certain criteria, including establishing reciprocity and pursuant to PEPRRA, will receive 3% at 60.
- **IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.
- **Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/ benefits.

Note: Benefits described herein do not represent a contract and may be changed without notice.

## Selection Process & Key Tentative Dates

- Accepting application materials through Thursday, November 10, 2016.
- Submissions will be reviewed for desired qualifications listed herein.
- Interviews will be conducted late November or early December 2016.

Please be mindful of the timeframe established above. Although it may be subject to some change, it would be wise to plan availability around these dates.

## To Apply

To be considered for this exciting career opportunity, please submit an online application and your responses to the supplemental questionnaire by November 10, 2016 at [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org).

Your materials should articulate your experience as it relates to the Ideal Candidate profile and necessary requirements listed herein.

Questions may be directed to:

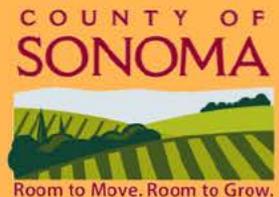
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For additional information about the County, please visit:

[www.sonomacounty.ca.gov](http://www.sonomacounty.ca.gov)

&

<http://sonomaedb.org>



*The County of Sonoma is an Equal Opportunity Employer*