

The County of Butte Oroville CA

Invites your interest
for the position of



Photos courtesy of Wayne Wilson

Assistant Director, Employment and Social Services

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The Area - Butte County

Butte County is situated on the east side of Northern California's Sacramento Valley and covers 1,640 square miles between the Sacramento River to the west and the Sierra Nevada Mountains to the east. This "Land of Natural Wealth and Beauty" was founded on February 18, 1850, and is one of California's original counties. Butte County's name is derived from the Marysville or Sutter Buttes mountain range, which was within the boundaries of the county when it was created. Butte County is home to a growing population of more than 221,000 people who live in the incorporated cities of Biggs, Chico, Gridley, Oroville (the county seat), and the Town of Paradise. The county offers an ideal economic atmosphere, a highly educated labor force, and a lower than average cost of living.



Butte County has a variety of opportunities for cultural enrichment, recreation, and relaxation in a rural environment. Bidwell Park in Chico is one of the largest city parks in the world, extending 12 miles along Big Chico Creek. Lake Oroville and the Sierra Nevada also provides a wide array of recreational activities. Educational and cultural activities are available through California State University, Chico, with an enrollment of more than 15,000 students per academic year. In addition, Butte County is less than an hour and a half drive to Sacramento and only three hours from the San Francisco Bay Area.

Recreational Activities

Butte County has a variety of recreational activities. Activities include water sports of all types on crystal clear lakes that dot the county's landscape. White water rafting and canoeing are available in the canyons of the area's numerous rivers. Anglers can try their luck casting for trophy trout and bass. Bass fishing tournaments are frequent on Lake Oroville; Lake Oroville is one of the top bass fishing spots in California (ranked No. 24 in *Bassmaster* magazine's article, "The 2013 Best Bass Lakes").

Additionally, equestrian and mountain biking trails run for hundreds of miles with countless square miles of wilderness making for wonderful backpacking excursions. Portions of the Lassen and Plumas National Forests fall within the county's boundaries. There is literally no end to the beauty of the area's natural offerings.



Local Attractions

Butte County is also the home of many local attractions, including Lake Oroville, the Oroville Dam which is the tallest and one of the largest earth-filled dams in the U.S. (spanning one mile at its top), the National Yo-Yo Museum, and Feather Falls, the sixth highest Waterfall in the United States. In addition, the county is host to a number of nationally recognized industries, such as the glassworks of Orient and Flume, and the award winning Sierra Nevada Brewing Company.

Butte County's Employment and Social Services

The Butte County Employment & Social Services Department's (DESS) mission is to administer employment and social services while preserving the dignity of children, families, and adults. DESS employs 698 individuals and has an operating budget, including the administrative and assistance budget units, in excess of \$124 million.

The services are provided through two Community Employment Centers in Oroville and Chico. The department divides its operations into three branches: Administration, Eligibility and Employment Services, and Social Services.

The Administrative branch provides administrative support including fiscal, facilities, fleet, information systems, staff development, client hearings, contracts, Civil Rights and Americans with Disabilities Act (ADA) compliance, overpayments, mail, records and supplies.

The Eligibility Services branch determines and maintains eligibility for health care coverage under the Affordable Care Act, CalFresh, CalWORKS, General Assistance, and Foster Care. The Employment Services branch provides client services that include assessment and case management with the goal of client self-sufficiency. Employment and Eligibility also provides a number of services through subcontracts that include: job skills training, childcare, subsidized employment and transportation. The Veteran's Service Office is also housed within the Employment and Eligibility branch.

The Social Services branch provides both protective and preventative child welfare services to children at risk of abuse and/or neglect. The Social Services branch also provides services to elder and dependent adults including protective services, Public Guardian/Public Administrator services, and in-Home Supportive Services (IHSS), and oversight to the Butte County Public Authority.

The Position and the Ideal Candidate

The upcoming vacancy of Assistant Director, Employment and Social Services in Butte County is an executive-level position and reports to the Director. The position is responsible for planning, organizing and directing the operations of the Employment and Eligibility branch and directing the operations of the Veteran's Service Office.

The Assistant Director directs the operations of the division to meet federal and state mandates, along with departmental goals, by utilizing a team of 5 Program Managers, 4 Administrative Analysts, 37 Supervisors, and approximately 325 staff members.

The ideal candidate is a strong leader with managerial experience in a dynamic and complex organization with a background of working in employment and social services related programs. A solid understanding of County, State and Federal laws governing the programs as well as their funding mechanisms is desired. This visionary leader possesses outstanding communication and interpersonal skills and has demonstrated experience in achieving successful outcomes through goal-setting, data analysis and planning. The ideal candidate possesses a positive history of personnel administration and the ability to motivate others. The ability to work collaboratively with a broad range of county officials, employees, community organizations, the media, and the general public is essential. A commitment to quality and responsive customer service is critical to the overall success of an incumbent in this position.

The County is seeking an Assistant Director who possesses the following leadership and managerial characteristics:

- Who conducts him or herself in an ethical and professional manner.
- Takes a collaborative, team-oriented and strength-based approach to relationships and projects.
- Is honest and inspires trust and confidence in others.
- Treats others with kindness, courtesy, respect and fairness.
- Is calm under pressure, resilient, and has a good sense of humor.
- Possesses the ability to develop and articulate a vision, think outside the box, listen and incorporate the ideas of others.
- Is accountable and responsive.
- Possesses a passion for their work and is motivated to make a positive difference in the lives of others.



Typical Duties of the Position Include:

- Participates in the strategic planning process; develops, evaluates and implements department goals, objectives, policies and procedures; monitors DESS operations and develops standards for program evaluation and communications; assures branch's activities are in compliance with all laws, policies, regulations and goals.
- Manages and directs the daily activities of a DESS branch through appropriate delegation, managerial support, and work supervision; identifies staff needs and distributes available resources to assure the effective delivery of services.
- Meets regularly with management staff to offer support and guidance; analyzes and evaluates issues and proposals, develops recommendations, and directs the implementation of solutions.
- Monitors DESS operations and procedures; develops and approves recommendations for improving the branch's operations and processes; assures that strategic goals are reached; participates in the budget planning process; administers programs within budget constraints; provides programmatic and fiscal direction and assistance to the Public Authority.
- Analyzes trends, and evaluates program requirements and resource utilization; coordinates program planning and evaluation; identifies resources and coordinates integration of services with other programs, departments and agencies; responds to requests for information.
- Monitors budget and expenditures for programs and services; assures that appropriate services are provided; coordinates information and assures effective communications between programs.
- Directs research and strategic planning functions; analyzes financial and demographic trends, and makes recommendations for staffing adjustments and personnel assignments.
- Monitors and reviews national and regional issues, legislation and trends in welfare services; reviews new or revised welfare laws, regulations, and compliance standards; recommends and implements operating and policy revisions.

Requirements:

- Bachelor's degree in Social Work, Counseling, Public or Business Administration, Behavioral Sciences, or a related field;
- Five (5) years experience in a professional field, including three (3) years supervisory or management experience in public/private social service related field.
- A Master's degree in Social Work, Counseling, Public or Business Administration, Behavioral Sciences, or a related field may substitute for 2 years of the required experience, excluding the supervisory experience.
- Valid State of California driver's license may be required.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Compensation and Benefits

The starting salary for this position will be dependent on the qualifications of the candidate. The annual salary range is \$100,240.40-\$134,331.60.

Retirement Plan:

2% @ 55 for classic PERS members; 2% @ 62 for new PERS members.

Holidays and Vacation:

Vacation is based on years of service beginning at 15 days per year. 11 paid holidays per year.

Other Leaves:

Twelve days of sick leave per year. Bereavement leave. 10 days of Administrative Leave per year.

Health, Dental and Vision Insurance:

These are provided to the employee and dependents with the majority of the cost being paid by the County.

Deferred Compensation:

The County provides two voluntary 457 programs that each employee may elect to enroll.

Life Insurance:

The County covers \$25,000 in life insurance. Additional insurance may be purchased at minimal cost.

Other Benefits:

Cell phone allowance \$70/month.

Auto allowance \$250/month.

Employee Assistance Program.

Discounts to local Health Clubs.

For more details on the benefits package, please visit our website at:

www.buttecounty.net/humanresources/EmployeeBenefits.aspx



How to Apply

If you are interested in this excellent career opportunity, please visit our website at

www.buttecounty.net/humanresources/Home.aspx to complete an online application.

For any additional information, please feel free to call (530) 538-7651

Monday through Friday, 8:00 a.m. to 5:00 p.m.

In order to be considered for this position you must submit a copy of your diploma or unofficial transcripts by the recruitment closing date.

Recruitment runs Aug. 4, 2014-Aug. 29, 2014.

All applications must be received by 5:00 p.m. on the closing date, August 29, 2014.