

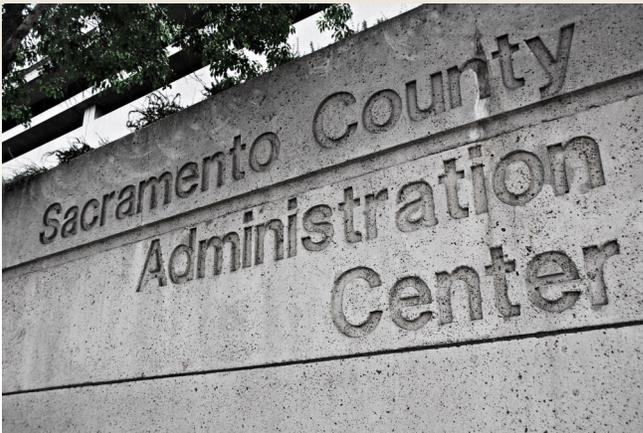
*The County of Sacramento invites applicants for*

## **DEPUTY COUNTY EXECUTIVE**

### **SOCIAL SERVICES**

**\$199,467—\$219,929**

*Plus 3.35% Management Differential & \$450.00 Auto Allowance*



### **APPLICATION AND SELECTION PROCESS**

Interested? Please submit your resume, a cover letter detailing your qualifying experience, and three (3) professional references to Candice Mabra via email at [MabraC@saccounty.net](mailto:MabraC@saccounty.net).

**FILING DEADLINE:**

**5:00p.m. on December 31, 2017**

Following the final filing date, submittals will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant background will be invited to participate in a series of one or more interviews.

If you have any questions about this recruitment, please contact Candice Mabra, Sr. Personnel Analyst, at (916)874-1681 or [MabraC@saccounty.net](mailto:MabraC@saccounty.net).

## THE COUNTY

Sacramento County was incorporated in 1850 as one of the original 27 counties of the State of California. The current population is about 1,515,000, with 585,000 of this in the unincorporated area (if the unincorporated area was a city, it would be the fifth largest city in the State). The County is home to the State Capitol. Cities in the County include Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova, and Sacramento. The County encompasses approximately 994 square miles in the middle of the 400-mile long Central Valley, which is California's prime agricultural region.

The County is a long-established center of commerce for the surrounding area and has a diverse and vibrant economy. Government and transportation are the largest sectors of employment in the area, as well as agriculture and mining. While still important in the region, those sectors have been surpassed by information technology service, leisure and hospitality, education, health services and construction.

Visitors are attracted to the County by the State Capitol and other historical attractions, as well as its natural amenities. The County's location at the intersection of four major highways brings additional visitors destined for the San Francisco Bay Area, the Gold Country, the Central Valley and the Sierra Nevada Mountains.

Chief among the County's outdoor recreational opportunities is the American River Parkway which welcomes more than five million visitors annually to this unique wildlife and recreation area, offering opportunities for fishing, boating and rafting, picnic sites, golfing, and guided natural and historic tours. The parkway is inclusive of the Jedediah Smith Memorial Trail, a 32-mile long trail for bicyclists, hikers and equestrians.

Cultural attractions in the City of Sacramento include the Crocker Art Museum, the California State Railroad Museum, the Sacramento Community Center Theatre, the Music Circus at Wells Fargo Pavilion, Sacramento Ballet, Sacramento Opera, Sacramento Philharmonic Orchestra and numerous other performing arts venues and local art galleries. The Sacramento area is also home to the NBA Sacramento Kings professional basketball team and the Sacramento River Cats, the San Francisco Giants affiliate.

The County's location and transportation network contribute to the County's economic growth. The County is traversed by the main east-west and north-south freeways serving northern and central California. There is also transcontinental and intra-state rail service, passenger rail service, bus lines offering intercity as well as local service, and an approximately 37-mile light rail system. The Port of Sacramento provides direct ocean freight service to all major U.S. and world ports, and the County Airport System consists of Sacramento International Airport, Executive Airport, Franklin Field and Mather Airport.

Educational institutions play a major role in the region and primary among these institutions are the University of California, Davis and California State University, Sacramento, along with a number of local branches of private colleges that are headquartered outside the Sacramento area. The region has one of the strongest community college systems in California. The Los Rios Community College District serves the majority of Sacramento County, as well as portions of four other counties. In addition, there are a large number of vocational schools. The Sacramento region benefits from a network of over 600 public and private elementary to high schools educating over 400,000 students. The County has numerous public school districts with approximately 375 schools serving an estimated 240,000 students, and about 150 private schools serving an additional estimated 20,000 students within the K-12 level.

Excellent health care is available to Sacramento County residents. The four largest health care systems in the area are Sutter Health, Kaiser Permanente, UC Davis Medical Center and Mercy Hospital.



SACRAMENTO  
COUNTY

**DEPUTY COUNTY EXECUTIVE**  
**SOCIAL SERVICES**

# SACRAMENTO COUNTY DEPUTY COUNTY EXECUTIVE SOCIAL SERVICES

## COUNTY GOVERNMENT

Sacramento County has a charter form of government. It is governed by a five-member Board of Supervisors elected on a non-partisan basis to serve staggered four-year terms. Other elected officials include the Assessor, District Attorney, and the Sheriff. The County Executive is appointed by the Board of Supervisors and is responsible for the day-to-day business of the County.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services provided include the following: Airport System, Animal Care and Regulation, Criminal Justice, Health and Welfare (the County does not own or operate a County hospital), Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, and Water Supply and Drainage. In addition, there are some services provided by non-County government entities in which members of the Board of Supervisors participate in their governing bodies (e.g. library, sewer treatment and collection, and transit services).

Sacramento County's vision is to be "A County that is safe, prosperous and provides quality public service." Its mission is to "Improve residents' quality of life by providing cost-effective public services while fostering economic health, regional cooperation and stewardship of community assets." Values include: honesty, integrity, and respect for the individual; quality customer service; respect for cultural and ethnic diversity; clear communication and transparency; efficiency and fiscal responsibility; recognition of employee contributions; and exploration of partnerships and collaborations.

The County has over 12,000 employees, a FY 2017/18 operating and capital budget of \$4.1 billion (\$2.5 billion General Fund), and a \$1.0 billion five-year capital improvement plan. The County has 29 bargaining units, representing over 90% of the County Workforce.



# DEPUTY COUNTY EXECUTIVE SOCIAL SERVICES

## THE POSITION

Under general policy direction and in accordance with the County ordinances, the Deputy County Executive—Social Services plans, organizes, coordinates and administers through management staff, all assigned functions and activities; provides policy guidance and coordinates the activities of Department Heads; fosters cooperative working relationships with civic groups, inter-governmental agencies and County staff, and performs other work as assigned.

The position has the overall responsibility for policy development, program planning, fiscal management, administration and coordination of programs and services with a focus on social services and public protection. This position oversees departments covering over 5,500 employees with combined budgets of approximately \$1.67 billion.

The position reports directly to the County Executive and Assistant County Executive and is exempt from Civil Service.

Primary duties include, but are not limited to, the following:

- Develops and directs the implementation of goals, objectives, work standards, and administrative policies and procedures; directs the preparation and administration of assigned budget.
- Prepares and recommends long-range plans for assigned services, programs, and projects to solve identified needs.
- Develops and directs the implementation of programs and policies to establish appropriate level of service, ensuring a balance between prevention and intervention.
- Ensures coordinated Health, Social, Public Assistance, and Criminal Justice services planning and oversight through designated committees and staff.
- Develops and directs the implementation of public health, coroner, public assistance, and various legal assistance services (including legal defense, public guardian, and conservator functions) programs.
- Develops and directs the implementation of strategic plans for program reform and streamlining, neighborhood involvement, and increased presence in the community.
- Represents the County and assigned departments in meetings with public officials, other public agencies and civic groups in order to gather input, assess needs, develop priorities, and implement and maintain effective Countywide projects and programs.

## KEY CHALLENGES AND OPPORTUNITIES

**Key challenges and opportunities facing the Deputy County Executive—Social Services include:**

- Developing strategies for providing mental health services to key populations (foster children, homeless, etc.).
- Implementing child welfare continuum of care reform.
- Working with partners to improve the Adult Corrections System.
- Organizational development of the departments under this position.
- Addressing homelessness.

# SACRAMENTO COUNTY DEPUTY COUNTY EXECUTIVE SOCIAL SERVICES

## THE IDEAL CANDIDATE

Ideal candidates are mature leaders who are collaborative, decisive, and results oriented. Ideal leaders are generalists who lead by example, are hardworking and who delegate but monitor work and hold staff accountable. Additional ideal traits include being strategic and tactical, as appropriate, as well as analytical and politically astute. Ideal candidates will also be technologically savvy and driven, as well as customer focused, able to advantageously deal with change and ambiguity, self-confident, and have a good sense of humor.

### **IDEAL CANDIDATES WILL HAVE THE FOLLOWING EDUCATION AND EXPERIENCE:**

- \* A Bachelor's Degree, from an accredited college or university, in public administration, social work, health services, business administration, counseling, psychology or a closely related field. Preference may be given to candidates who possess a Master's Degree in a related field
- \* At least two years of executive management experience in a public agency with responsibility for directing a public services organization, such as public and environmental health and safety, mental health, health education, coroner, legal assistance, public assistance, veterans, conservator, or public guardian; or at least two years of experience as a department head in a Social Services department in Sacramento County
- \* Experience overseeing budgets that involve multiple funding sources
- \* Experience working with labor organizations
- \* Experience working in a Civil Service system

### **IDEAL CANDIDATES WILL POSSESS THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES:**

#### *Knowledge of*

- \* Administrative principles and practices, including budgeting, goals and objectives development, work planning, and employee supervision
- \* Rules, regulations, and laws applicable to public assistance, public health, and legal assistance programs
- \* Social, political, and environmental issues influencing public agency program administration

#### *Demonstrated skill and ability to*

- \* Effectively present orally and to communicate both verbally and in written form
- \* Manage and direct the interrelationships between prevention and intervention in the social services, public health services, and criminal justice functions
- \* Successfully and effectively manage and direct multiple public agency departments
- \* Direct and coordinate the activities of a large multi-function organization
- \* Plan, organize, administer and coordinate a variety of large and complex County governmental services and programs
- \* Develop strategies for establishing a balance between prevention and intervention in the County's public health, public assistance, legal assistance, and criminal justice programs and services
- \* Select, motivate, and evaluate staff and provide for their training and professional development
- \* Analyze complex administrative problems, evaluate alternative solutions, and adopt effective courses of action
- \* Prepare clear and concise reports, correspondence and other written materials
- \* Establish and maintain cooperative working relationships with the Board of Supervisors, County Executive, elected officials, staff and a variety of citizens and public and private organizations

# SACRAMENTO COUNTY DEPUTY COUNTY EXECUTIVE SOCIAL SERVICES

## BENEFITS

- Management Differential: 3.35% per pay period.
- Holidays: 13.5 paid holidays per year.
- Vacation: Two to five weeks (based upon length of service) paid vacation.
- Sick leave: 15 days per year.
- Medical Insurance: Choice of medical plans with the County making a generous contribution.
- Dental Insurance: 100% of the dental plan premium for employee and eligible dependents paid by the County.
- Life Insurance: \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to buy additional life insurance coverage.
- Auto Allowance: \$450 per month auto allowance.
- Flexible Spending Accounts: Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- Deferred Compensation: A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) plan up to 1% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) plan are at least 1% of the gross salary continuously throughout the year.
- Retirement: the County's Retirement plan is provided by the County Retirement Act of 1937 and is managed by the Sacramento County Employee Retirement administration.
- Other Benefits: The County contributes \$25.00 per pay period into a Retiree Health Savings Plan.



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