

**YOUR FUTURE STARTS** **HERE**



**COUNTY** OF **KERN**

**IS SEEKING A**

**DIRECTOR OF CHILD  
SUPPORT SERVICES**



# THE COMMUNITY

Nestled in the beautiful southern edge of the San Joaquin Valley, the County of Kern is the third largest county in California geographically with 8,100+ square miles of mountains, valleys, and desert communities. As one of the richest agricultural and crude oil producing regions in the nation, Kern County enjoys an expanding economy diversified with tourism, distribution centers, aerospace and defense, energy and natural resources, and an emerging tech scene. As the area has evolved, Kern County has maintained a business-friendly atmosphere and offers an enterprising approach to growth and development.

With one of the most affordable residential areas in California, Kern County is the ideal place to raise a family. Kern residents possess strong community pride and family, education, and tradition are highly valued. Kern County is ethnically diverse and largely rural, with a population of 875,000. Bakersfield, with a population of nearly 370,000 residents, is Kern County's government and metropolitan center. Bakersfield is located two hours north of Los Angeles and two hours south of Fresno, with ample opportunities for recreation, tourism, and entertainment.

## THE COUNTY OF KERN



The County of Kern is a general law county governed by a 5-member Board of Supervisors, each elected to staggered 4-year terms from geographic districts. The Board of Supervisors oversees 31 County departments and a vast number of special districts that provide a wide array of local government services, mostly on a countywide basis. The County of Kern employs more than 7,000 full-time employees and for Fiscal Year 2017-18, the County budget exceeds \$2.6 billion.

## THE POSITION

The **Director of Child Support Services** is appointed by the Board of Supervisors and is responsible for the management and administration of the department, which includes 2 branches, Bakersfield and Ridgecrest, and 179 budgeted positions. The Director of Child Support Services is also responsible for managing a complex organization, including goal setting, budget management, personnel, and long-term planning. The Director must work cooperatively with diverse interest groups including advocacy groups and other governmental organizations. The Director must have the ability to prepare and administer annual budgets, analyze complex problems and recommend solutions.

# DEPARTMENT OF CHILD SUPPORT SERVICES

**MISSION STATEMENT:** *To deliver outstanding child support services so that all children receive the financial and medical resources necessary for their well-being.*

- ❖ The Kern County Department of Child Support Services is a service agency committed to excellence. The Child Support Service's mission is to deliver outstanding child support services so that all children receive the financial and medical resources for their well-being.
- ❖ Establishes legal paternity, enforces support orders, and collects child support payments from non-custodial parents under the Social Security Act.
- ❖ Number One in the Central Valley committed to children and making a difference in their lives, and one of the Top 8 Most Cost-Effective Child Support programs operating in California.
- ❖ The department is committed to ensuring that all children have the resources available to achieve long-term self-sufficiency and independence, and continues to educate and advocate on behalf of children to ensure appropriate services are received.



## THE IDEAL CANDIDATE

### THE CANDIDATE MUST:

#### **DEMONSTRATED EXPERIENCE:**

- Record of strong fiscal management and budgetary planning
- Think strategically and make sound and fair decisions in collaboration with board members and staff
- Knowledge of current trends and best practices that influence and enhance child support services
- Proven record of working well with people from diverse racial, cultural, and socioeconomic backgrounds
- Mentor and motivate staff to work efficiently and effectively

#### **COMPELLING ADVOCATE:**

- Be active in civic and professional organizations
- Be an effective, visible spokesperson for the Department of Child Support Services in the community
- Communicate openly, clearly, and logically orally and in writing
- Act with integrity and develop relationships based on dependability, transparency and honesty

#### **CULTIVATE SUCCESS:**

- Provide timely, accurate and relevant information on critical issues to the Board of Supervisors, county staff, partners, stakeholders and the general public
- Create and maintain an environment where excellence and innovation thrive
- Work collaboratively with other County departments, allied agencies, and other community stakeholders to achieve the department's mission

Candidates **MUST** have graduated from an accredited college or university with a Bachelor's degree in business or public administration, psychology or sociology, or closely related discipline, or licensure by the California State Bar, **AND** four years executive or administrative experience in a large public agency in a capacity which afforded direct involvement and oversight in the preparation and administration or large budgets; development, implementation, and evaluation of child support services, and the management and training of personnel within a large organization of which two years were in a senior level administrative or management position **OR** possess an equivalent combination of training and experience leading to attainment of the required knowledge, skills, and abilities.

# THE COMPENSATION

The County of Kern will offer an attractive compensation & benefits package commensurate with the education and experience of the selected candidate. The annual salary range will be \$137,161-167,442, depending on experience. Benefits will include:

**RETIREMENT:** Section 401(a) defined benefit retirement plan per 1937 Act (1.62% at age 65; employee contributes 100% of employee share).

**DEFERRED COMP & PREMIUM PAY:** A premium pay equal to 6% of salary can be taken as cash or placed in County's Deferred Compensation plan. If placed in the latter, the County will match the employee's contribution on a dollar-for-dollar basis, but no more than the legal contribution limit.

**AUTOMOBILE ALLOWANCE:** \$599 per month, plus \$0.31 per mile (adjusted annually).

**HEALTH & DENTAL:** Group medical, dental, and vision insurance (employee contributes 20% of premium). Up to 12 days of sick leave per year.\* An Employee Assistance Program is also available.

**LIFE INSURANCE:** \$100,000 life insurance coverage.

**DISABILITY INSURANCE:** Plans are available through a pre-tax payroll deduction.

**VACATION:** 96 to 216 hours of paid vacation per year.\*

*\*depending on years of service.*

## THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please submit your current resume and cover letter to:

County Administrative Office  
[Ruizam@KernCounty.com](mailto:Ruizam@KernCounty.com)

Resumes should include qualifications and experience, including:

- Description of administrative and management experience
- Scope of responsibilities
- Number and level of staff managed
- Training, education, & experience
- Schools, colleges, and universities attended and degrees earned
- Attach 3 work-related references
- Any supplemental information illustrating accomplishments

## IMPORTANT DATES IN THE HIRING PROCESS

Resume Filing Deadline ..... October 4, 2017 at 5pm

Initial Review / Selection of finalists .....October 5-9

Finalist Interviews with Board .....October 17 and/or October 24

### TOP KERN COUNTY

EMPLOYERS	
PRIVATE	PUBLIC
Honda Motor Co.	County of Kern
Dignity Health	Edwards Air Force Base
Chevron Corp.	CA Correctional Inst.
Grimmway Farms	United States Navy
State Farm Insurance	Wasco State Prison

County of Kern  
[www.KernCounty.com](http://www.KernCounty.com)  
 Job Recruitment Brochure  
 Design by KCL Marketing