

# ASSISTANT DIRECTOR OF HEALTH AND SOCIAL SERVICES



## SOLANO COUNTY

*The Place for People to Live, Learn, Work and Play.*



\$144,432 – \$175,558 DOQ/DOE, plus longevity pay

Solano County is seeking an Assistant Director of Health and Social Services. We are seeking a candidate with a solid background implementing a shared department vision; a successful track record of overseeing special projects affecting our department, organization and community; leadership experience overseeing organizational administration and personnel; overseeing local programs and services in California Health and Social Services agency. This position is the second in command overseeing a comprehensive super agency including public health, behavioral/mental health and social service programs with over 1,200 employees. Joining Solano County is ***an opportunity to maintain the great work we are currently doing and implement new initiatives that touch the lives and futures of children, families and seniors in our community.***



## HEALTH AND SOCIAL SERVICES – *the Organization and Culture*

Our organization is nationally recognized for its programs and known across the state as leaders in partnering with our community and public service leaders. As the only countywide general purpose local government, the County is in a unique position to facilitate and coordinate with cities, school districts, special districts and other agencies. The County provides a variety of services aimed at improving the lives of children, adults, families and the elderly. The department's leadership strives to put individualities aside and operate as a collaborative team who are committed to developing a healthy, productive organization that prides itself on providing excellent services. Through countywide planning and coordination, the County's role in health care includes providing social and clinical services and health care assistance, alcohol, drug and mental health services, dental services and protecting the community from public health threats.

Over the years the County has integrated services to form one single department, Health and Social Services, which today is the largest department in the county, with an operating budget of \$285 million, a senior and executive management staff of seven and approximately 1,200 employees working in multiple office locations across the county. The department delivers services and programs to residents in seven cities and is organized in five divisions: Administration, Social Services, Public Health Services, Behavioral Health Services, and Public Assistance Programs that support the following core services/programs:

- Administration
- Child Welfare Services
- Older and Disabled Adult Services
- Employment and Eligibility
- Public Authority (for in-home supportive services)
- Substance Abuse
- Mental Health
- Family Health Services
- Public Health
- Dental
- Special Investigations Bureau and Welfare Administration

## THE JOB

The Assistant Director of Health and Social Services will oversee several direct reports of Division Deputy Directors and other assigned staff and has indirect supervision of policy and budget development staff. - [\[CLICK HERE for the organizational chart\]](#). This is an at-will position that reports to the Director of Health and Social Services and assists the Director in the management of the day-to-day responsibilities for the Department.

**THE IDEAL CANDIDATE** is an experienced organizational leader who is masterful at leveraging the technical expertise of internal and external resources, and has extensive experience managing health and social service programs and services in California. You will be a proven professional who takes initiative, is results oriented, builds positive relationships, develops others, is diplomatic, and an excellent communicator. The Assistant Director will manage competing demands, have a passion for public service, and reflect our County's Core Values through interpersonal strengths demonstrated as:

- INTEGRITY – is ethical and fair.
- DIGNITY – treats all persons with respect.
- EXCELLENCE – provides quality, integrated, sustainable and innovative public services.
- ACCOUNTABILITY – takes ownership, is fiscally responsible and results driven.
- LEADERSHIP – is personally responsible and is a positive example to others.



### **Preferred background and credentials include:**

- A Bachelor's degree in Social Work, Health Care, Psychology, Public Health, Public Administration, Business or other related field and a post graduate degree is desirable.
- California experience overseeing health and social service programs at the local/state level.
- Progressively responsible management and administrative experience.
- Training, education and/or additional experience in public administration including program planning/evaluation in a large and complex organization.
- Management, supervision and budgeting experience in a health and social services agency.
- Specific background in employment and eligibility programs related to California welfare programs, ideal.



*We are looking for a candidate who can demonstrate competency in the following areas:*

### **Leadership**

- Fill in as Acting Department Director in his absence.
- Support, mentor and guide staff to maximize their expertise and ability to work as a team.
- Provide leadership and administrative support to County leaders and staff.
- Use adept problem-solving skills and take a flexible approach to decision making.
- Incorporate innovative and strategic approaches to address multiple programmatic and fiscal changes.
- Actively manage, implement or oversee special project (e.g., Katie A., AB 109, Affordable Care Act, research, etc.).
- Successfully work and maintain relationships with a variety of collective bargaining units.
- Uphold public trust and lead with integrity and ethical practices.
- Assess organizational and community needs and successfully identify and hire new talent.

### **Business Administration / Fiscal Management**

- Solid fiscal oversight experience in a health and human service organization.
- Ability to develop and use metrics and data for monitoring performance.
- Oversee day-to-day operations of the department.
- Experience overseeing complexities of health and social service programmatic financing.
- Assist with the development and oversight of strategic priorities.
- Design and facilitate improvements to service delivery systems.
- Assure compliance with all state and federal reporting mandates.
- Demonstrate operational agility and customer support to providers and partners.

### **Programs / Services:**

- Possess a big picture understanding of programs as they relate to the complexity of services.
- Maintain current knowledge of associated program developments, research and strategies.
- Develop and implement evidence-based practices and evaluation systems that are accountable and effective to assist us in creating continuous improvement plans.

### **Partnerships / Legislative Affairs / Political Acumen:**

- Look inward and outward to weave services between government and community based organizations.
- Share responsibility with the Director in representing the County on multiple local boards and commissions.
- Monitor legislation for policy and measures that may affect our community.

### **Communications**

- Create communications that promote outreach to clients.
- Use excellent verbal and written communications to clearly articulate vision and strategy.
- Use adept public speaking and media relations skills.
- Represent our community, department, services and programs in different settings and communities.
- Develop trusted relationships and successfully influence others.

## **SALARY AND BENEFITS:**

The salary range for the Assistant Director of Health and Social Services is **\$144,432 – \$175,558**, plus longevity pay; salary offer will depend upon qualifications and experience (DOQ/DOE). The County offers an attractive benefits package which are highlighted below and details can be found by **"CLICKING HERE."**

- **Longevity pay, retirement, 12 fixed paid holidays per year, vacation accrual, sick leave accrual, medical insurance, dental insurance, vision insurance, life insurance, flexible spending account, long term disability, employee assistance program, deferred compensation, etc.**

## **THE COUNTY**

Solano County is a special place, with its inviting mix of rural and suburban lifestyles and easy access to all of the urban amenities. Solano County is the only California County to have received the 100 Best Communities for Young People recognition six times from the America's Promise Alliance – every year the award has been presented since 2006. Situated midway between San Francisco and Sacramento, Solano County is home to rolling hillsides, waterfronts and fertile farmland. County residents can enjoy day trips to the San Francisco Bay area, Lake Tahoe region and the Napa and Sonoma Valleys. Thanks to a mild climate, plenty of open space, proximity to lakes, rivers and mountains, residents can enjoy year round outdoor recreational activities like fishing, boating, skiing, hiking and biking. Solano County's fiscal year 2013/14 operating budget is approximately \$817 million and has 19 departments serving a community of 424,788. With its strategic location, affordable housing, history of responsible land use planning and attractive quality of life, Solano County provides a great place for our citizens to live, learn, work and play.

## **HOW TO APPLY:**

**Apply by November 10, 2014** by emailing your cover letter and resume to Wendi Brown at:

- **wendi@wbrowncreative.com, or**
- Fax to 866-244-1423

Please contact Wendi Brown with any questions:

- 541-858-0376 (direct)
- 866-929-WBCP (toll free)

