



COLLECTIVE IMPACT

"We envision a San Bernardino County where, through partnership, we prevent and reduce homelessness."

COUNTY OF SAN BERNARDINO, CALIFORNIA

DEPUTY EXECUTIVE OFFICER—HOMELESSNESS

COMMUNITY REVITALIZATION GROUP

Base Salary Range: \$156,000–\$221,770 DOE/DOQ

Modified Benefits Option (MBO) Salary Range: \$162,240–\$230,640 DOE/DOQ

**Anticipated Pay Increases Effective February 2024, Pending County Board Approval: 5% Equity and 2% Across the Board*

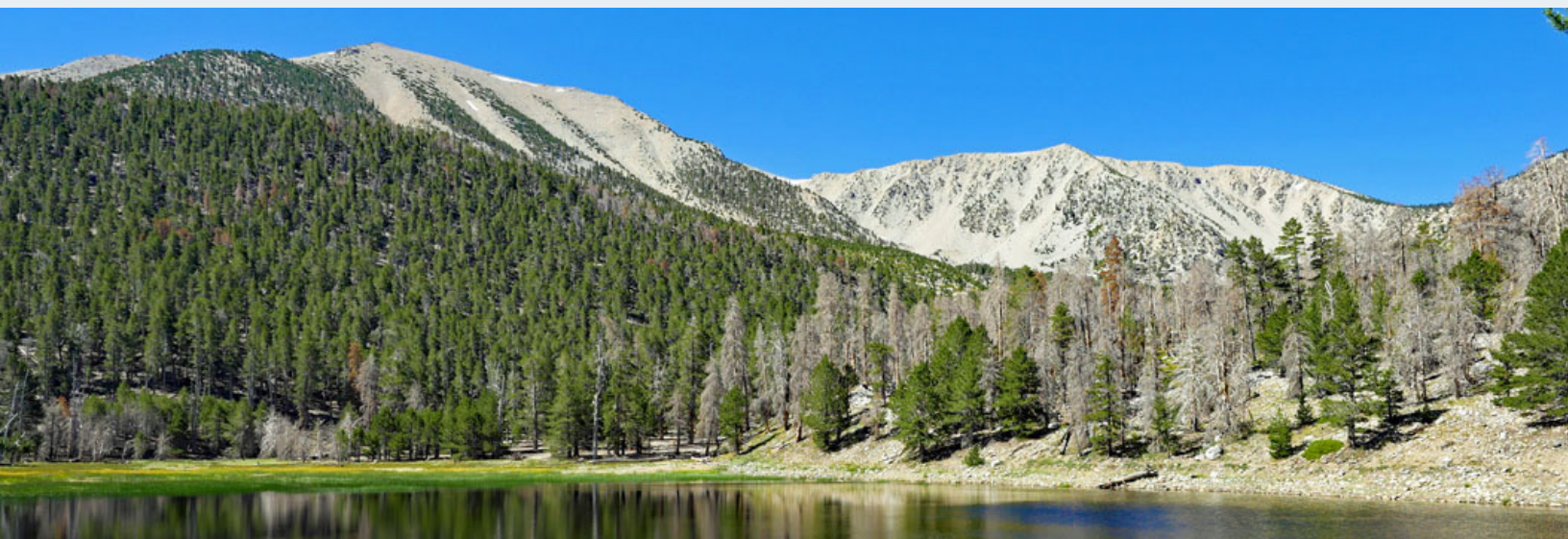
THE COUNTY OF SAN BERNARDINO IS SEEKING A NEW DEPUTY EXECUTIVE OFFICER—HOMELESSNESS to help champion strategic projects and programs to address homelessness in the County! The Deputy will oversee a CIP budget of approximately \$70 million with oversight of the Community Development and Housing Department (37 Staff) and the Office of Homeless Services (24 staff). This capable, decisive, and visionary leader will foster successful interdepartmental collaboration and work with the nonprofit community to maximize the impact of programs, projects, services, and funding to address homelessness Countywide. This is an ideal role for a people-centric and experienced public sector professional, with foundational knowledge of unhoused services, mental health access, and the barriers that frequently prevent people from receiving resources. Prior knowledge of grant funding and the ability to strategically braid together and leverage funding sources is highly desired. The ideal candidate is a strategic thinker with a big-picture mindset and the energy to motivate others toward common goals. If you are passionate about leading a team in innovative and inspiring work, this is the position for you. *Help address homelessness in San Bernardino County—apply today!*



THE COMMUNITY

SAN BERNARDINO COUNTY HAS A BEAUTIFUL NATURAL ENVIRONMENT—with towering mountains, lush palm trees, and a colorful variety of desert plants. Its landscape provides a plethora of recreational opportunities, from boating on the serene waters of Lake Arrowhead to hiking the arid expanses of the Mojave National Preserve. Beyond its stunning beauty, the County is a hub of economic activity, with sectors ranging from logistics and manufacturing to healthcare and tourism. The County's history is deeply rooted in the pioneering spirit of the American West, evident in its numerous historic sites, museums, and cultural landmarks. As a microcosm of California's multifaceted identity, San Bernardino County continues to evolve, balancing urban development with environmental stewardship and preserving its unique blend of heritage and innovation.

The County spans 20,105 square miles with 24 incorporated cities. The community's residents are incredibly diverse—of the county's 2.2 million people, 68% are Hispanic or Latino, 24.2% are non-Hispanic white, 12.6% African American, 4.2% Asian, and 2.3% Native American.



THE COUNTY

SAN BERNARDINO COUNTY HAS 25,000+ full-time employees and manages an annual budget of approximately \$8.6 billion. It is comprised of 42 departments and agencies, which are staffed by dedicated public service professionals who provide a wide range of vital services in the areas of public safety, health care, social services, economic and community development and revitalization, fiscal services, infrastructure, recreation and culture, and internal support. The County is governed by a five-person Board of Supervisors. *San Bernardino County's organizational culture is defined by four pillars: value, innovation, service, and vision.*



COMMUNITY REVITALIZATION GROUP

COMMUNITY REVITALIZATION IS AN OPERATIONS GROUP; it provides administrative oversight and support to the Community Development & Housing Department (CDH) and the Office of Homeless Services. Community Revitalization aims to increase the supply of affordable housing options to positively impact neighborhoods, the local economy, and the livability of communities across the County. The effort includes partnership with several other County departments and offices that have a role in addressing homelessness.

The Community Development and Housing Department (CDH) manages a wide variety of U.S. Department of Housing and Urban Development (HUD) grant-funded construction, public service, and revitalization projects throughout the County. CDH provides services to individuals and families who are currently unhoused or at risk of becoming homeless. It funds services such as emergency shelters; motel vouchers; financial assistance for first and last month's rent; rental security deposits; past-due rent payment assistance; utility assistance; and other services that are essential to homeless individuals and/or families finding and maintaining stable housing.

The Office of Homeless Services (OHS) is part of a 10-Year County strategy to end homelessness. The Office reflects a collaborative approach to provide essential and inclusive community outreach; educate about homelessness prevention and resources; expand street outreach; connect individuals with services such as mental and physical healthcare, employment training and placement, and support for substance use disorders; update policies and procedures for local jurisdictions; and provide transitional or permanent housing placement.

THE JOB

THE DEPUTY EXECUTIVE OFFICER—HOMELESSNESS WILL OVERSEE the Community Revitalization Groups, which includes the Community Development & Housing Department (CDH) and the Office of Homeless Services. Through the Director of Community Development and Housing and the Chief of Homeless Services, the deputy will have oversight of the Group's total 62-person staff and the CIP budget of approximately \$70 million, combined with special outside funding to provide innovative solutions for housing, access to care, and lifechanging resources.

The Deputy will keep other executive leadership and the Board informed of the progress of initiatives relating to housing and homelessness through presentations and written reports. By tracking outcomes, the Deputy will help ensure that the County is maximizing County and grant funds, allocating money toward critical projects that have the most significant impact on homelessness.



THE IDEAL CANDIDATE

THE DEPUTY WILL BE A PASSIONATE AND EMOTIONALLY INTELLIGENT leader and mentor, with an enthusiasm for developing staff in their roles. It is essential that this position leads the Group toward collaboration and shared goals, delegating effectively and identifying opportunities for collaboration, recognition, and team celebration. A positive driver of staff culture is desired for this role! While the Deputy will mentor staff internally, they will also have a major role in working with nonprofit leaders and Department heads throughout the County. The Deputy will continuously seek opportunities to work together with outside organizations and combine funding and resources in order to address the problem of homelessness and increase access to services.

The ideal candidate for this position is familiar with CIP budget oversight and the complexities of grant funding. A results-oriented leader is desired for this role. Whether they are supporting the Group in projects big or small, they will encourage staff to track relevant statistics and seek solutions that create sustainable results.

Core competencies for this position include:

Business Mindset: An experienced administrator with the ability to manage a budget, align systems and processes, and synergize collaborative efforts.

Team Manager: A successful mentor and leader who communicates expectations and goals, answers questions, and remains accessible when staff needs support.

Relationship Builder: Establishes and maintains vital relationships with County leadership, local jurisdictions, nonprofit leaders, and staff members.

Drive and Motivation: An ambitious and passionate leader who effectively motivates others toward a common goal.



MINIMUM QUALIFICATIONS

A combination of education and experience commensurate with the responsibilities of this position is required, such as:

EXPERIENCE: Five years of administrative or management experience in a complex organization with responsibility for budget development and management, financial analysis, capital improvement projects, and intergovernmental liaison.

EDUCATION: Bachelor's degree in Business or Public Administration, Public Policy, Political Science, Economic Development, Planning, Finance, or a closely related field.

DRIVER'S LICENSE: Possession of or ability to obtain a valid California Driver's License.

DESIRED

EDUCATION: Master's degree in Business or Public Administration, Public Policy, Political Science, Economic Development, Planning, Finance, or a closely related field.



COMPENSATION & BENEFITS

Base Salary Range: **\$156,000–\$221,770 DOE/DOQ**

Modified Benefits Option (MBO) Salary Range:
\$162,240–\$230,640 DOE/DOQ*

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PLUS an attractive benefits package which includes:

RETIREMENT: SBCERA with 2% at 55, and 2.5% at 67; reciprocity with CalPERS and '37 Act Plans.

MEDICAL PREMIUM SUBSIDIES: Employee-only at \$303.66, employee +1 at \$478.31, and employee +2 or more at \$671.18.

DENTAL PREMIUM SUBSIDY: \$9.46 for employee and dependents, with enrollment in a County medical plan.

VISION INSURANCE: Fully paid for employee and dependents.

LIFE INSURANCE: Basic term life insurance of \$50,000.

AD&D INSURANCE: Coverage options up to \$250,000.

ADMINISTRATIVE LEAVE: 80 hours per year.

SICK LEAVE: 96 hours per year (unlimited accrual).

VACATION: 80–160 hours per year.

PAID HOLIDAYS: 14 holidays, plus one floating holiday per year.

OTHER LEAVE: Bereavement Leave.

AUTO ALLOWANCE: \$12,000 annual.

PHONE ALLOWANCE: \$2,400 annual.

HEALTHY LIFESTYLE PROGRAM

ANNUAL TUITION REIMBURSEMENT: \$1,000 per fiscal year.

TUITION LOAN REPAYMENT: Up to \$10,000 for eligible loan repayment.

The County also offers an alternative **Modified Benefit Option (MBO) that provides a wage differential of 4% above the base salary rate with modified benefits, including: Use of increased pay rate to calculate County contributions to RMT, 401(k), and 457(b) plans, leave cash outs, and retirement contribution rate.*

CLICK LINK

HOW TO APPLY

For first consideration, apply by **FEBRUARY 2** at:

WBCP JOB BOARD



SAVE THE DATES

Interviews will take place virtually on **FEBRUARY 27** and **28** and in person on **MARCH 8**. Candidates must be available for all interview dates.

Please contact your recruiter, Terri, with any questions:

terri@wbcpinc.com

866.929.WBCP (9227) toll free

805.450.8296 direct