



# **DIRECTOR OF CHILD, FAMILY, AND ADULT SERVICES**





## THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.5 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 564,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of park, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the most affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

## COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive, are Administrative Services, Community Services, Public Safety & Justice, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

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 include the Airport System, Animal Care Services, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County's Approved Fiscal Year (FY) 2024-25 Budget is approximately \$8.8 billion, and there are more than 13,600 full-time employees.

# THE DEPARTMENT

The Department of Child, Family and Adult Services, as part of the Social Services Agency reporting to the Agency Administrator, provides services and programs to residents of unincorporated Sacramento County and the seven cities within its boundary. The department provides services and supports to promote the safety, health and well-being of children, families, dependent adults and older adults. Services focus on promoting protective factors, strengthening families, and supporting older adults and individuals with disabilities to live with dignity and respect in home-based or least restrictive settings.

- **Child Welfare Services (CWS)** – Provides programs and services designed to promote a safe, permanent and nurturing environment for children, youth and young adults (up to age 21) who have experienced abuse, neglect and/or exploitation, while strengthening and attempting to preserve the family unit. Operations include the CPS Hotline, investigations, voluntary services for at risk families, court-involved permanency services, foster care placements and Extended Foster Care, which serves young adults through the age of 21.
- **Senior and Adult Services (SAS)** – Promotes the safety, health and well-being of older adults and individuals with disabilities by providing protection from abuse, neglect and exploitation, while striving to preserve their independence and self-determination. SAS programs include Adult Protective Services, the Public Administrator/Guardian/Conservator, In-Home Supportive Services (IHSS) which helps elderly and/or disabled adults remain in their own homes with the support of in-home care, and the IHSS Public Authority.
- **Quality Management and Administrative Services (QMAS)** – Directs resources toward creative strategies utilizing data to improve practices, processes and outcomes. Operations include workforce development, data analysis, policy development, budget, fiscal, contracts, asset management, facilities, and the Ombudsperson/Civil Rights program.

The Fiscal Year 2024-25 Budget is \$330.7 million and includes funding from Federal, State, Realignment, and Grants. There are currently 1,329 full-time positions in the Department.



# THE POSITION

The Director of Child, Family, and Adult Services is an at-will position appointed by, reporting to, and receiving overall guidance from the Deputy County Executive of the Social Services Agency. The Director of Child, Family, and Adult Services plans, organizes, evaluates, and directs the operations and activities of the Department of Child, Family, and Adult Services. This position functions as the appointing authority of the Department. Through subordinate managers and by working collaboratively, the incumbent is responsible for developing and managing the goals, objectives, and policies of the Department. The incumbent is responsible for advising and assisting the officials of the County agencies, departments, boards and commissions with respect to matters assigned to the department. The incumbent acts as the County liaison with funding and regulatory agencies, obtains program approval, and presents and justifies budgetary recommendations; ensures a cooperative working relationship with the Board of Supervisors, top County management officials, state and federal agency representatives, advisory board members, labor organizations and community representatives; and identifies opportunities for efficiency improvements in legislative and regulatory review processes. Specific duties include:



- Assists the Deputy County Executive in providing policy guidance
- Plans, organizes, directs, and evaluates the organization, programs, activities and operations of the Department
- Provides leadership in the County's efforts to promote the health, safety, and well-being of the children, seniors, families, individuals with disabilities and general residents of the County
- Coordinates activities of the Department's deputy directors and works in partnership with other County directors to promote cross-systems partnerships that strengthen services to the community
- Identifies the strategic direction for the department based on the vision, mission, service needs and mandates, ensuring alignment with overall County priorities
- Develops or manages the development of department goals, objectives, and policies to meet the department's strategic direction
- Develops, and/or evaluates proposals for programs, services, and projects to respond to regulatory or legislative changes, and/or to resolve identified problems
- Ensures effective utilization of available resources by managing organizational change, and utilizing data to determine allocation of staff resources and process and program improvements
- Selects, trains, supervises, develops, and evaluates subordinate personnel; monitors and directs employee relations activities
- Develops and maintains effective working relationships with Federal, State, and local government agencies and community groups to ensure service goals/requirements are met and to coordinate for program effectiveness and efficiencies
- Directs the review, planning, evaluation, and development of the departmental budget. Oversees administration of the departmental budget and ensures appropriate fiscal controls and reporting processes are in place
- Reviews, analyzes, develops, and interprets legislation and regulations applicable to the design and delivery of health and human services
- Develops, recommends and oversees the implementation of policies and procedures and ensures that are in compliance with statutory and regulatory requirements
- Represents the department and the County; works closely with governmental agencies, Board of Supervisors, public and private organizations and community and media groups to provide technical assistance and address issues of mutual concern
- Makes presentations to regulatory, governing, and related councils and boards
- Prepares or coordinates the preparation of a wide variety of reports and presentations regarding department services and operations
- Responds to and/or reviews recommendations to resolve, complex problems or complaints; takes or directs appropriate remedial action

# IDEAL CANDIDATE

The County of Sacramento is seeking a dynamic and enthusiastic leader with a broad background in child welfare and/or senior and adult services as well as extensive experience with each of the following: program planning, implementation and evaluation; budgeting; contract negotiation and monitoring; development of a comprehensive and collaborative service delivery system; and supervision and management of staff. Ideal candidates are hands-on, strategic managers who have proven leadership ability to effectively manage service programs towards established goals and mandates.

The Director of Child, Family, and Adult Services will be a self-directed and results-oriented leader who is highly skilled at building effective professional relationships. The Director must be personable and approachable, and work well with individuals at all levels of the organization. Ideal candidates have demonstrated ability to hold staff accountable while promoting teamwork and cultivating an environment of mutual respect. Successful candidates will exemplify tremendous personal integrity and dedication to public service in addition to having exceptional interpersonal and communication skills.

Highly qualified candidates will have working understanding of state, federal and local funding streams for social services; knowledge of California state budget and legislative processes; experience developing and implementing comprehensive child welfare and/or aging and disability programs; and experience managing administrative processes for a large governmental agency.

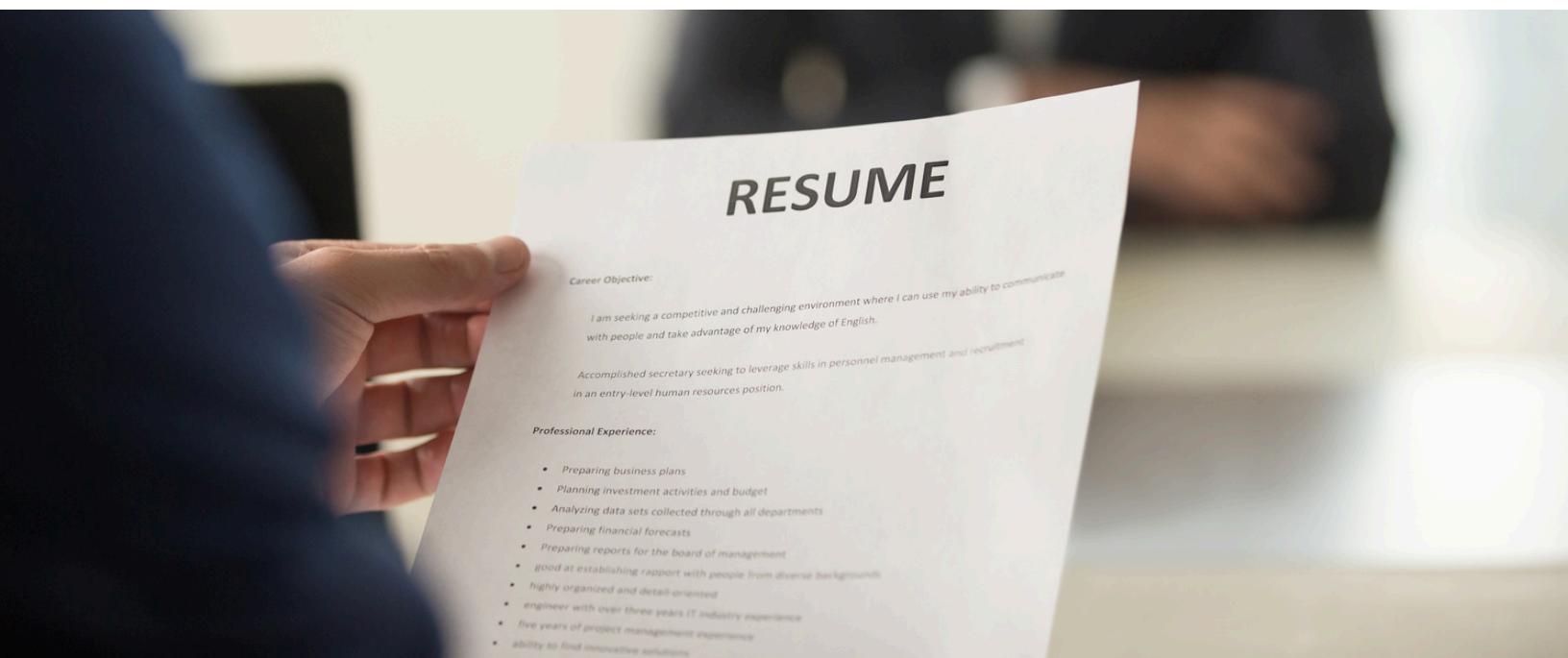
# DESIRABLE QUALIFICATIONS

**Education:** A Master's degree or higher from an accredited college or university in business administration, public administration, social work, psychology, sociology or a closely related field.

**Experience:** A typical way to meet this requirement would be five (5) years of progressively responsible management in the delivery of child welfare, senior and adult, behavioral health, or related social services. This experience will include program planning and implementation, budgeting, contract negotiation and monitoring, development of a comprehensive, collaborative service delivery system, and supervision of management staff.

This high-level management responsibility would also include experience formulating and implementing comprehensive operational programs, functions, and budgets.

Experience working within a large governmental jurisdiction is highly desirable.



# COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$253,378.80 – \$279,353.52 annually plus an additional 3.35% management incentive for a combined total of \$261,866.99 - \$288,711.86.

## *The attractive benefits program includes:*

- **Retirement** – The County's defined-benefit pension plan is provided by the County Employees' Retirement Law of 1937 and is managed by the Sacramento County Employees' Retirement System (SCERS) Board of Retirement.
- **Auto Allowance** – \$550 per month
- **Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.
- **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) Deferred Compensation Plan up to 3% of the monthly gross salary into a 401(a) plan as long as the employee contributions to the 457(b) are at least 1% of gross salary for the pay period or at least 1% of the compensation earned year-to-date.
- **Life Insurance** – \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$1,000,000 in additional life insurance coverage.
- **Holidays** – 14.5 paid holidays per year.
- **Vacation** – Two to five weeks (based upon length of service) of paid vacation.
- **Sick Leave** – 15 days per year.
- **Management Leave** - Up to 80 hours of management leave annually with the option to cash-in a limited number of hours accrued in the same year when certain criteria are met.
- **Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.
- **Other Benefits** – The County contributes into a Retiree Health Savings Plan. After 10 years of County service, employees are eligible for 2.5% longevity pay.

## HOW TO APPLY

To be considered for this incredible opportunity, please submit a cover letter and your resume via email to [DPS-Recruitment@saccounty.gov](mailto:DPS-Recruitment@saccounty.gov).

**The recruitment will remain open until the position is filled. For immediate consideration, the first review date is September 4, 2024**, when submissions will be screened according to the qualifications outlined above. The most qualified candidates will be invited to participate in the interview and selection process, tentatively scheduled for the weeks of September 23 or September 30.

If you have questions and for additional information about this position, please contact the Recruitment and Talent Acquisition Team via email at [DPS-Recruitment@saccounty.gov](mailto:DPS-Recruitment@saccounty.gov) or via phone at (916) 874-5593.

*Sacramento County is about enriching communities to thrive. We strive to create inclusive workplaces that reflect the communities we serve. We value and celebrate the unique perspectives, backgrounds, abilities, and diverse dimensions of our employees and residents. Through transparency, courage, innovation, and trust we are committed to advance equity and transformational change.*

*We are a proud equal opportunity employer. If you need assistance or an accommodation due to a disability for any phase of the hiring process, please contact our Disability Compliance Office at [dco@saccounty.gov](mailto:dco@saccounty.gov) or 916-874-7642, CA Relay 711.*

