



EMPLOYMENT OPPORTUNITY

ASSISTANT DIRECTOR OF CHILD SUPPORT SERVICES

SALARY AND BENEFITS

\$4,827.- \$5,825. Monthly, plus benefits package

FILING DEADLINE

5:00 p.m. January 17, 2020

DUTIES AND RESPONSIBILITIES

Under executive direction, the Assistant Director, Department of Child Support Services assist in planning, organizing and directing a county Child Support Services Department; acts for the Director in the Director's absence; manage assigned department units through subordinate supervisors; and performs related work as required. The major duties of the job include:

- Government agencies accessing U.S. government information, which include federal tax information must ensure that background investigation information requirements for all agency employees that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information.
- Assists the Director in developing program policies and operational procedures.
- Acts for the Director in the absence of the regular incumbent and represents the Director before the Board of Supervisors and at the State and regional child support conferences and meetings.
- Manages the work of assigned department units through subordinate supervisors
- Formulates long-range strategic plans to increase the efficiency and cost effectiveness of providing child support services in the county.
- As assigned by the Director, represents the department as liaison to the public, media and other county departments.
- Participates with the Director in the selection of supervisory and management staff.
- Oversees the development and implementation of procedures, quality control standards, staff selection and development, and budget preparation.
- May perform State mandated functions, including but not limited to ombudsperson, customer & community outreach, quality assurance and program improvement, training, Fair Hearing Officer, and/or media relations.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of experience and education that will meet the requirements of the job. A suggested way to meet the requirement is:

Education and Experience: Two (2) years of full-time experience performing duties of a Child Support Supervisor in a state or local government agency;

OR

Three (3) years of full-time supervisory experience in a Social Services Agency, which experience included responsibility for program, staff and budget management.

License: Possession of, or ability to obtain a valid California driver's license.

Additional Information

Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components, which include, fingerprinting, citizenship verification and law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous investigation for each employee that has access to federal tax information.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened January 3, 2020

☞ GENERAL INFORMATION ☜

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.