



## EMPLOYMENT OPPORTUNITY

### **DIRECTOR OF COMMUNITY SOCIAL SERVICES** **CORRECTED**

#### **SALARY AND BENEFITS**

**\$38.82 - \$51.62 hourly, plus benefits package**

#### **FILING DEADLINE**

**Open until filled. First review: February 24, 2023**

#### **DUTIES AND RESPONSIBILITIES**

**The Director of Community Social Services determines policy, manages personnel and budgets, develops programs and formulates objectives, and is responsible to manage and direct a variety of County programs including public assistance, child and adult welfare and employment services with significant impact on community services. The Director of Community Social Services is an at-will position. The major duties of the job include:**

- Plan, organize, direct the programs, activities, and operations of the County's Department of Community Social Services;
- Formulates policies and procedures concerning activities of the Department;
- Establishes and maintains goals, objectives and plans for carrying out the functions of the Department;
- Ensures effectiveness, and efficiency of the various functions and programs to ensure they are consistent with legal restraints, community needs, and Board policy;
- As appropriate, briefs the Board of Supervisors, advise the Director of Health and Social Services, and/or appointive boards and commissions, on long range planning where community social services are concerned;
- Negotiate, recommend, monitor, and evaluate services provided to the community;
- Manage and direct the community social services programs through subordinate supervisors;
- Review, evaluate, and make recommendations regarding changes in State laws and regulations that will have an impact on the delivery of community social services, and establish plans to implement appropriate programs;
- Develop and implement plans and procedures to enhance revenues from state, federal, fees, and other funding sources as appropriate.
- In cooperation with the appropriate fiscal officers, supervise the preparation of the annual Departmental budget.
- Analyze and evaluate program results as related to objectives and policy guidelines; review program-funding needs, formulate budget guidelines, and control program activities within budgetary limits or policies.
- Ensure the dissemination of information about Departmental operations to promote general knowledge of community social services to the community;
- Interpret local concerns, needs, and objectives to state officials, and community/political concerns to staff.
- Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

***Education:*** Graduation from an accredited college or university in business, public administration, social work or a closely related field. A Master's Degree is preferred.

***Experience:*** Five years of experience in human services programs, at least two of which are in California. Two to five years of management or administrative level experience preferred.

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

## 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. The Lassen County application is available from the Personnel Office listed below or by visiting our website, in Personnel/Risk Management at: <http://lassencounty.org>. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street Ste. 3  
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened: January 26, 2023

### 🔑 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.

If selected, 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.