



EMPLOYMENT OPPORTUNITY

HEALTH & SOCIAL SERVICES AGENCY DEPUTY DIRECTOR

SALARY AND BENEFITS

\$44.78 - \$59.56 per hour, plus benefits package

FILING DEADLINE

Open until filled. **First Review Date: March 16, 2023**

DEFINITION

The Health and Social Services Agency Deputy Director Performs or assists in the performance of a variety of responsible, complex and confidential administrative, technical and analytical duties in support of the Health and Social Services Agency Director; relieves the Director of a variety of administrative and office details; provides general office coordination and administrative support for the Director; assists in the performance of a variety of administrative and analytical duties in support of various county projects, agencies and/or special programs; performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is an executive management level single position class. This position assists in the development of policy, manages personnel and budgets, and is responsible to assist in managing and directing a variety of local, state, and federal programs with significant impact on community services. Within state legal requirements and broad County ordinances, policies, and procedural guidelines, the responsibilities of this position demand comprehensive knowledge and expertise in the delivery of health and human services, a high level of initiative, independent judgment, and discretion, as well as strong management skills to develop, administer, and assist in the direction of Agency staff and programs. This position will work closely and in collaboration with other State, County, and non-county organizations.

DUTIES AND RESPONSIBILITIES

- Serves as liaison between Director and Health and Social Services department staff, other agencies, and the public, in receiving and communicating information;
- Interact with county executives and private citizens as a representative of the Health and Social Services Agency.
- Monitors the status and quality of Performance Evaluations for all HSS employees;
- Assists employees and management with the interpretation and correct application of County policies, procedures, and programs; provides advice and assistance regarding employment issues; investigates employee complaints.
- Assists with the development and monitoring of the department budget during the year;

- Researches, evaluates and prepares statistical, financial and demographic data used in reports, surveys, and analyses;
- Assists in the development and analysis of department policies, procedures and systems; Prepares organization, workload and other charts;
- Composes correspondence on various subjects from general instructions or independently in accordance with administrative policies or procedures;
- Reviews outgoing correspondence prepared by other staff members for Director's signature for consistency with administrative policy, format, or clerical correctness;
- Maintains confidential records and files;
- Logging in, and maintenance of a wide variety of documents which substantiate the activities of the Director for legal and historical purposes;
- Provides administrative support to the Director and staff to include the maintenance of calendars and screening of visitors, telephone calls and correspondence;
- Performs related other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

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

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social services, real estate, business, or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

Experience:

Six years of increasingly responsible administrative experience which includes at least one year of administrative, supervisory or analytical support to a high-level administrator in an organization;

Or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

License or Certificate

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

An application may be obtained from the Personnel Office listed below or by visiting Lassen County Personnel on our website at: <https://lassencounty.org>. 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: February 23, 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.

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.