

**County of Alameda
Social Services Agency**

Financial Services Director, SSA



Alameda County Social Services Agency is searching for a Financial Services Director to oversee and direct the financial operations of the Agency. This responsibility includes planning, developing, implementing and monitoring over a \$900 million dollar budget that funds over 40 programs, directing and supervising proper accounting and fiscal monitoring systems; oversight of recipients' payroll operations; contract services; and grant administration and welfare claims.

The Social Services Agency consists of the following four departments whose mandated services include:

- **Workforce and Benefits Administration** administers the eligibility and disbursement of mandated assistance programs and provides the required employment and support services for public assistance recipients.
- **Children and Family Services** provides emergency response and shelter services as well as investigative, maintenance, reunification, and permanent placement services and administer the Foster Care Program.
- **Adult and Aging Services** provides Adult Protective, Public Guardian/Conservator/Administrator, and Older American/Californian Acts services. AAS also administers in Home Supportive Services (IHSS), Regular Medi-Cal and Long Term Care programs and operates the Area on Aging and Veteran Services Office.
- **Administration and Finance** provides support to Agency departments and staff through various administrative areas such as Government and Community Relations, Human Resources and Training, Finance and General Accounting and general Office Support Services.

Statement From the Agency Director

While the current fiscal climate has proven to be challenging for County government, it has also proven to be a time for new possibilities and opportunities. As a member of the Agency's Executive Team, we will seek ways to broaden collaboration with community partners and to be creative in how we efficiently and timely deliver services to our internal and external customers. The Social Services Agency employs a diverse and compassionate staff who are consistently looking for innovative ways to improve our work with and for the community and clients we serve.

In general, my goals are to increase visibility of the Social Services Agency in the community, to deepen current partnerships and to increase collaborations with communities and other public agencies.

Together I hope that we can create an Agency that is responsive to the needs of the community and that provides growth opportunities for its staff. Should you become a part of our team, I look forward to you assisting in the development and management of our budget, these partnerships, collaborations and the anticipated growth of our staff.

Andrea Ford, Agency Director

THE IDEAL CANDIDATE

In addition to meeting the minimum qualifications, the Financial Services Director will have a solid history of:

- ♦ Overseeing budget preparation
- ♦ Practicing techniques of financial analysis
- ♦ Researching, compiling and summarizing varied information, evaluating alternatives and reaching sound conclusions
- ♦ Understanding fiscal impacts
- ♦ Effectively implementing management principles and practices
- ♦ Communicating effectively
- ♦ Being a politically astute leader
- ♦ Performing as a strong collaborator
- ♦ Being an innovative thinker

MINIMUM QUALIFICATIONS INCLUDE:

- Possession of a bachelor's degree from an accredited college or university with a degree in accounting; business administration, public administration, or a closely related field.
- The equivalent of four years of progressively responsible experience in a management or administrative capacity which included fiscal and budget activities, two years of which required considerable independent judgment in financial policy development and interpretation. (Additional professional financial or administrative experience may be substituted for the bachelor's degree on a year for year basis.)

OUR MISSION:

To promote the economic social well being of individuals, families, neighborhoods and communities.

OUR CORE VALUES:

Respect • Integrity • Customer Service • Initiative • Responsibility



SUPPLEMENTAL QUESTIONNAIRE

Thank you for your interest in the position of Financial Services Director, SSA. This supplemental questionnaire is designed to evaluate your experience and ability to communicate clearly and effectively in writing. **Your completed response to this supplemental questionnaire must be submitted with your application in order to be given full consideration for the next phase in the recruitment process.** Please keep your answers to no more than one page per question. However, you are encouraged to provide as much detail as possible in your answers. We are searching for specific examples of some of your past accomplishments and challenges and request that you formulate your answers to describe the specific situations, your role and actions taken and the impact your actions had on the organization or particular project outcome.

1. Describe your experience managing the financial services of a large Social Services and/or Human Services Agency (or similar) organization. What have you done to position yourself as a strategic partner to business operations?
2. Tell us what you have done to manage the financial aspects of a new program implementation. What was the program? What was your role? What steps did you take toward proper implementation? What was the outcome?
3. Describe a recent example of a recommendation you made to maximize funding for a specific programmatic area. Tell us how you developed your recommendation and describe your role in initiating a plan of action to ensure that resources were available to meet the needs of the program. What was the result?
4. Describe your most successful assignment related to budget oversight and preparation. Explain why it was successful. What could have improved the project? And what philosophy and strategies did you bring to the implementation?

APPLICATION PROCESS

If you are interested in this opportunity to help Alameda County Social Services Agency achieve its mission, please complete an **application and supplemental questionnaire on-line at www.acgov.org/hrs**. The final filing deadline is **February 10, 2023 at 5:00 p.m.** Applications will be screened according to the qualifications outlined in the Ideal Candidate section of this brochure. The most qualified candidates will be invited to participate in the selection process. Please contact Ione Bell at 510-272-6456 with questions regarding this position.

Tentative Selection Schedule:

- ⇒ **Application and Supplemental Questionnaire Final Receipt Date: February 10, 2023**
- ⇒ **Interviews tentatively scheduled for the week of March 20, 2023**

COMPENSATION

The annual salary range for the Financial Services Director, SSA is from \$155,875—\$189,404. For information regarding the County of Alameda's generous benefits package please visit www.acgov.org/hrs/divisions/ebc.