

# **DIRECTOR OF CHILD SUPPORT SERVICES**







## THE OPPORTUNITY

Placer County is seeking a dynamic leader to serve as the Director of Child Support Services. The Placer County Department of Child Support Services received top honors from the California Department of Child Support Services for their hard work and commitment to enhancing the Child Support Program in California throughout 2018, and also received the prestigious Outstanding Program award from the Child Support Directors Association of California. The successful candidate for this position will strive to continue the excellence achieved by the department and will demonstrate the ability to lead this innovative organization.

## PLACER COUNTY

Placer County represents a growing and prosperous community characterized by a healthy and diverse economy, attractive business environment, and residents who benefit from a developed educational, safety, and healthcare infrastructure, in addition to a wide variety of recreational opportunities. Outdoor recreation activities in Placer County are abundant all year round from hiking and biking, to horseback riding, rafting on rivers, snowshoeing and skiing, as well as field and team sports, golfing, etc.

Placer County is consistently ranked first in quality of life and in the top two of the healthiest counties in California. Placer County has top-rated schools, exceptional outdoor recreation opportunities and scenic open spaces. Placer County is home to amazing artisans, award winning wines and agriculture and has a strong heritage as the home of California's Gold Country. Located 80 miles northeast of San Francisco, Placer County encompasses 1,506 square miles, and spanning to world-renowned Lake Tahoe. The total population is approximately 369,000 in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the County. It is bordered by Nevada County to the north, the State of Nevada to the east, El Dorado and Sacramento Counties to the south, and Sutter and Yuba Counties to the west. Placer County is part of the Sacramento Area Council of Governments. The main government center of Placer County (located in Auburn) is well positioned 30 miles northeast of Sacramento, the State capital.

## COUNTY GOVERNANCE AND ORGANIZATION STRUCTURE

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. Six County officials elected at-large (Assessor, Auditor-Controller, County Clerk-Recorder-Registrar of Voters, District Attorney, Treasurer-Tax Collector, and Sheriff-Coroner-Marshall) are responsible to the Board on budgetary and operational issues; and the non-elected department heads report to Todd Leopold, County Executive Officer. The County's budget for fiscal year 2019/2020 is approximately \$970.9 million with a staff of more than 2,500.

## POSITION RESPONSIBILITIES

Typical responsibilities for this position will include the following:

- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the County Executive Officer and Board of Supervisors.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the department budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

- Consult and cooperate with the California Department of Child Support Services, County department managers, advocacy groups on all aspects of child support services, community outreach; discuss problems, develop alternatives and strategies for dealing with those problems; assist in implementation of solutions, as necessary.
- Advise members of the public and of local law enforcement agencies of legal procedures pertaining to child support services.
- Represent the department to outside agencies and organizations; participate in outside community and professional groups and committees.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Build and maintain positive working relationships with the State Department of Child Support Services, co-workers, other County employees and the public using principles of good customer service.

## EXPERIENCE AND EDUCATION

The best qualified candidates will possess at least five (5) years of increasingly responsible experience in a public agency, including three (3) years of administrative and management responsibility and a bachelor's degree from an accredited college or university with major course work in business or public administration, psychology, sociology, legal studies, or a closely related field. A master's degree or juris doctorate is preferred.

## THE IDEAL CANDIDATE

The ideal candidate for the Director of Child Support Services position will possess political acumen, strong communication skills, and relevant programmatic knowledge, as well as a professional history that demonstrates the following:

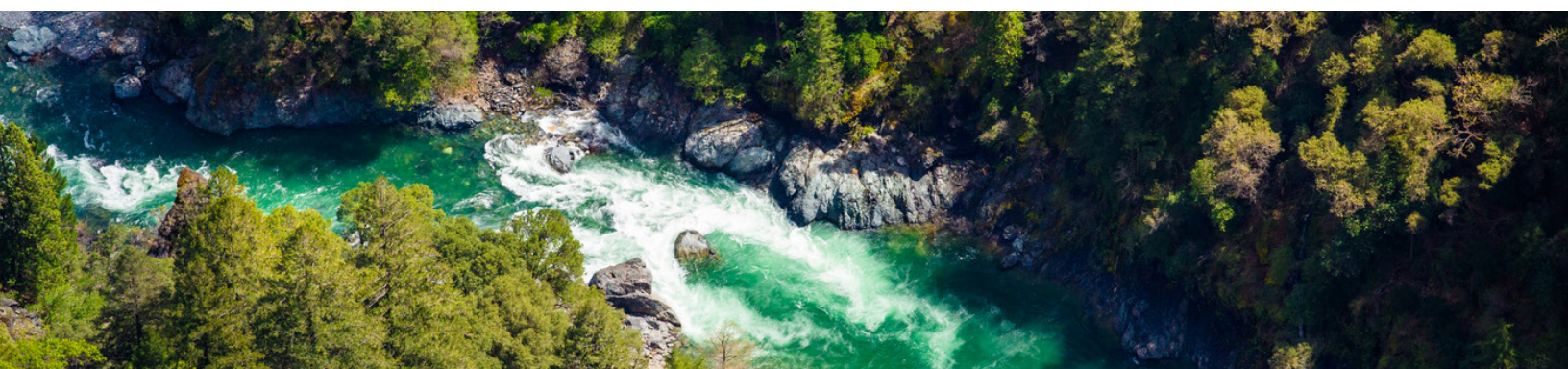
- A strong commitment to families, children, and public service;
- Strong leadership skills managing workgroups by inspiring and advising subordinates, facilitating goal accomplishments and evaluating performance to ensure success;

- In-depth knowledge of federal, state and local child support programs, laws and regulations;
- An approachable and politically astute leadership style that fosters trust, loyalty, respect, commitment and partnership;
- Optimizing opportunities and seeking out ideas, opinions and insight from all perspectives;
- Inspiring confidence and building support within and outside the organization;
- A visionary who combines ideas from multiple perspectives, develops innovative programs, calculates risk and initiates action to achieve goals and objectives;
- A creative leader who efficiently manages resources to meet business needs in a cost-effective manner.

## COMPENSATION AND BENEFITS

The annual salary range for this position is \$151,653 – \$189,405 (starting salary contingent on qualifications and experience). In addition, the County offers an attractive benefits package including:

- Annual Leave: The County provides management employees 100 hours of management leave to be used as time off or paid in cash. Employees also receive thirteen paid holidays per year and accrue 10 – 25 days of vacation annually based on years of service.
- Cafeteria Plan: The County provides \$4,000 per calendar year to be taken in cash, deposited in a medical spending account, dependent care spending account or a sponsored 401(k) plan.
- Health, Dental and Vision Insurance: Health coverage is available through CalPERS with the County paying 80% of the selected plan's total premium. Dental and vision insurance are fully paid by the County for the employee; the employee pays the premium for dependents.
- Life Insurance: The County provides a double indemnity life insurance policy of \$50,000 and an accidental death policy of \$10,000.





- Retirement Plans: The County participates in Social Security and the California Public Employees' Retirement System (CalPERS).
- Auto Allowance: The Director of Child Support Services can elect to receive a \$550 per month automobile allowance if they are not assigned a permanent overnight vehicle.

## TO BE CONSIDERED

To apply for this excellent career opportunity, please submit a resume and an application via the Placer County website <http://www.placer.ca.gov/jobs> no later than 5 p.m. on Friday, January 17, 2020. Appointment to this position will be contingent upon successful completion of a post-offer, pre-employment physical examination and a background investigation, including fingerprint clearance.

*Placer County is an equal opportunity employer and is committed to an active nondiscrimination program.*



## HUMAN RESOURCES DEPARTMENT Equal Opportunity Employer

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Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment, discrimination and retaliation are prohibited and that all employees, applicants, agents, contractors, and interns/volunteers shall receive equal consideration and treatment. All terms and conditions of employment, including but not limited to recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of gender (including gender identity and expression), sexual orientation, race, color, ancestry, religion, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including pregnancy, childbirth and related medical conditions), or any other classification protected by federal, state, or local law. Please contact the Human Resources Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.