



SAN JOAQUIN COUNTY

IS RECRUITING FOR:

COMMUNITY SERVICES PROGRAM MANAGER

0721-RM1150-01

THE DIVISION

San Joaquin County Human Services Agency Community Services provides outreach and referral services to individuals and families for a variety of services including food and nutrition services, information and referral, Cal Fresh and Medi-Cal enrollment, fitness and recreation, youth, senior and adult programs as well as other services and special events. There are eight Community Centers throughout San Joaquin County which consist of Boggs Tract, Garden Acres, Kennedy, Larch Clover, Lodi, Northeast, Taft and Thornton.



APPLICATION & SELECTION

Final Filing Date:
July 23, 2021

Apply online today at:
www.sjgov.org/department/hr

OR:

Submit your application and supplemental application to:

San Joaquin County
Human Resources
44 N. San Joaquin Street, Suite 330
Stockton, California 95202

Tel: 209.468.3370

THE POSITION

The Community Services Program Manager is a middle management position and reports directly to the Deputy Director of Aging and Community Services and is responsible for performing managerial and complex administrative work in the planning and directing of a variety of community-based services designed to promote the physical, social, and economic health of low-income individuals and families. This position is responsible for overseeing the HEAP, Wx and Commodities. Desirable candidates will possess experience in Contract Management, tracking expenditures from the different funding sources and overseeing overall operations.

Typical duties include the following:

- ◆ Plans, organizes, directs and coordinates the work of staff administering community service programs.
- ◆ Analyzes policies and procedures which apply to community service programs; interprets and communicates policies and procedures to staff.
- ◆ Plans, develops, and recommends changes to increase program effectiveness; supervises research and studies for program evaluation and interpretation.
- ◆ Evaluates staff performance; recommends and coordinates training for staff development.
- ◆ Evaluates programs, policies, and procedures; develops and implements changes in methods and policies to improve effectiveness and meet community needs.
- ◆ Acts as liaison with local and state agencies; may address public and private groups relative to community service programs; may participate in conferences or seminars.
- ◆ Prepares and reviews correspondence and reports and other materials.
- ◆ Monitors and assists in the preparation of the program budget.
- ◆ Works with Advisory Boards.

“Our mission is to lead in the creation and delivery of services that improve the quality of life in our community.”

COMMUNITY SERVICES PROGRAM MANAGER

COMPENSATION PACKAGE

Approximate Annual Base Salary: \$84,698 to \$102,960

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- ◆ 1937 Retirement Act plan with reciprocity with CalPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ◆ 10 holidays per year

For more information regarding the County's benefits, please visit:

www.sjgov.org/department/hr



MINIMUM QUALIFICATIONS

NOTE: Supplemental Questions must be turned in with employment application. Appointment is contingent on successfully passing a DOJ Live Scan.

EITHER PATTERN I

Education: A Masters degree in social work, psychology, counseling, business or public administration.

Experience: Three years of social service experience, including at least two years at a supervisory level.

OR PATTERN II

Education: Graduation from a four-year college or university with a degree in social work, psychology, public or business administration, or related field.

Experience: Four years social service experience in an agency providing family and/or community services, including two years in a supervisory position.

AND

License: Possession of a valid California's Class C driver's license.

Mission

Recognizing that the key to the success of the programs, and therefore the clients, rests in the ability to form linkages with community-based organizations and other agencies, HSA staff began the process of expanding networks, partnerships, and collaborations, which has resulted in a comprehensive approach to meeting the needs of the clients.

Today, HSA is a community leader in the development of successful programs that effect change in the lives of the clients.



HUMAN SERVICES AGENCY
SAN JOAQUIN COUNTY

COMMUNITY SERVICES PROGRAM MANAGER

SUPPLEMENTAL QUESTIONS

Submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division.

Provide a detailed description of your experience including employer name, position title and dates of employment with each answer. These questions will be reviewed in evaluating your qualifications. It is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of Community Services Program Manager.

1. Do you possess either of the following? (If yes, please be sure your degree is clearly noted on the education portion of your employment application)

I possess a Master's degree in social worker, psychology, counseling, public or business administration, or a related field.

I possess a Bachelor's degree in social work, psychology, public or business administration, or a related field.

2. Please provide a detailed description of your social service experience. Include in your answer: Employer Name, job title, dates of employment, hours worked and social services provided.

3. Please provide a detailed description of your social services experience as a supervisor. Include in your answer: Employer Name, job title, dates of employment, and the level and size of staff you supervised.

4. This position requires possession of a valid California driver's license. Please provide the number and expiration date: _____