

ASSISTANT DIRECTOR HEALTH AND HUMAN SERVICES AGENCY



ANNUAL SALARY \$118,580—\$144,012



The Glenn County Health and Human Services Agency (HHSA) employs over 220 dedicated and hard working staff. The agency administers federal, state, and county programs. The agency is comprised of Social Services, Behavioral Health, Public Health, and Public Guardian/Conservator/Administrator. The agency co-locates and works collaboratively with the Community Action Department. The HHSA leadership is dedicated to client-centered program integration, improving access and equity, and fostering a strengths-based and trauma-informed workforce culture. The Assistant Director will be critical in carrying forward these values in a way that best serves the public.



Glenn County Health and Human Services Agency is an integrated agency comprised of Social Services, Behavioral Health, Public Health, and Public Guardian/Conservator/Administrator.

VISION: Health and Opportunity for All

**MISSION: Building Healthy Futures
One Agency Accessible to All**

Glenn County is recruiting to fill a newly created Assistant Director of Health and Human Services Agency position. The ideal candidate will serve as a lead to the HHSA management team alongside the HHSA Director fostering integrative and cooperative working relationships among County departments, intergovernmental and regulatory agencies, and public and private groups. The incumbent's leadership style should enhance the overall mission and vision of the organization, which creates dynamic positive change within our community. The incumbent is responsible for leading, nurturing change, inspiring courageous leadership, administering and directing assigned functions/activities and ensuring their compliance with all applicable laws and regulations. In addition, the incumbent will assist in the development of policies established by the Health and Human Services Agency Director, County Administrative Officer and Board of Supervisors.

Distinguishing Characteristics

This is a single position classification which reports directly to the Health and Human Services Agency Director. The incumbent has a significant responsibility for the development, implementation, oversight and evaluation of Agency programs, services and functions and is responsible for managing day-to-day activities of the Agency through subordinate managers and deputy directors. The incumbent is responsible for assessing needs; formulating policy; developing goals and objectives; designing, implementing, and evaluating activities; performing fiscal management; ensuring compliance with federal, state, local and contractual requirements; and supervising management, supervisory, professional and other support staff.

This class is distinguished from the HHSA Director in that the latter is a department head with responsibility for overall administration and operations of the Agency.

IDEAL CANDIDATE

The ideal candidate will be an energetic, collaborative, humanistic and results-oriented leader with exceptional communication skills and a track record of navigating change, identifying best practices and the ability to achieve results. They understand the current environmental conditions and possess a mindset that values service integration, recognizes strengths and fosters an engaged workforce. They value diversity and improving access, health and opportunity for all. They work as a team and value others' contributions to help strategically navigate services integration, maximize revenues, and develop workforce talent to serve the agency and county. The ideal candidate will possess broad and extensive experience and education involving oversight and management of complex and projects.

EXPERIENCE AND TRAINING

Four years of management level experience in a mental health, community services, social services or similar setting which included planning administration, budget, and staff management. Bachelor's degree in a related field.



EXAMPLES OF DUTIES

Assists the Director in planning, developing and implementing goals and objectives, policies and work standards for HHSA and Community Action programs.

Assists the Director with coordinating Agency activities with those of other departments and outside agencies and organizations; provide staff assistance to the Board of Supervisors and the Community Action Partnership Board of Directors; prepares and presents staff reports and other necessary correspondence.

Assists the Director to promote and maintain positive relationships and positive community image.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Conducts and integrates functions and activities of assigned programs; develops standards and methods for measurement and evaluation of activities and work performance.

Assists the Director in program planning and the development of associated budgets; confers with subordinates in planning, preparing, and monitoring budgets; identifies program funding sources and prepares or directs the preparation of grant applications and other proposals to secure funding.

Assists the Director in planning, organizing, directing, coordinating, and evaluating activities and programs of the Agency and Community Action Department to ensure compliance with all applicable laws and regulations, and integrate services to promote a trauma-informed and whole person approach.

Reviews and analyzes pending and newly adopted legislation affecting Agency operations, apprises others as necessary, and recommends appropriate policy and program changes; coordinates implementation of approved changes.

Oversees the development and implementation of management improvements and practices to ensure achievement of Agency goals and objectives.

Ensures and oversees the County's compliance with performance and reporting requirements established by grants and other agreements, as well as local, state, and federal laws, regulations, and mandates.

Glenn County was incorporated on March 5, 1891. The County seat, Willows was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County's economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.

There are approximately 475 full-time equivalent employees and a total annual budget of over \$174 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.

BENEFITS

- 13 paid holidays per year and an additional twenty-four hours of holiday leave.
- 80 hours of annual leave per year.
- 88 hours per year vacation during first two years of services; 128 hours per year years 3 through 12; 168 hours during years 13 through 19; and 208 hours per year after 20 full years of service.
- 96 hours per year of paid sick leave.
- 40 hours bereavement leave.
- The County pays a portion of the CalPERS medical insurance premium for employees.
- \$50,000 County paid term life insurance
- The County offers vision and dental insurance for employees.
- The County coordinates with EDD SDI for short-term disability insurance.

Non-Represented Employee
Summary of Benefits



Applications will be accepted until: August 5th, 2022 at 5:00 p.m.

A complete application packet MUST include:

• A Glenn County Employment Application

• Résumé • Cover Letter • Transcripts

To apply for this job opportunity, submit a completed County of Glenn application packet for Employment online at calopps.org or to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. Sycamore Street

Willows, CA 95988

Telephone (530) 934-6451 – Fax (530) 934-6452

TDD – No Voice (530) 934-6444

Website: www.countyofglenn.net

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

THE COUNTY OF GLENN IS AN EQUAL OPPORTUNITY EMPLOYER.

WE ENCOURAGE MINORITIES, WOMEN AND DISABLED INDIVIDUALS TO APPLY. IN ADDITION, BI-LINGUAL (SPANISH, HMONG, LAOTIAN) INDIVIDUALS ARE ENCOURAGED TO APPLY.

WE ARE COMMITTED TO PROVIDING REASONABLE ACCOMMODATION TO APPLICANTS. QUALIFIED INDIVIDUALS WITH DISABILITIES WHO NEED A REASONABLE ACCOMMODATION DURING THE APPLICATION OR SELECTION PROCESS SHOULD CONTACT THE PERSONNEL DEPARTMENT