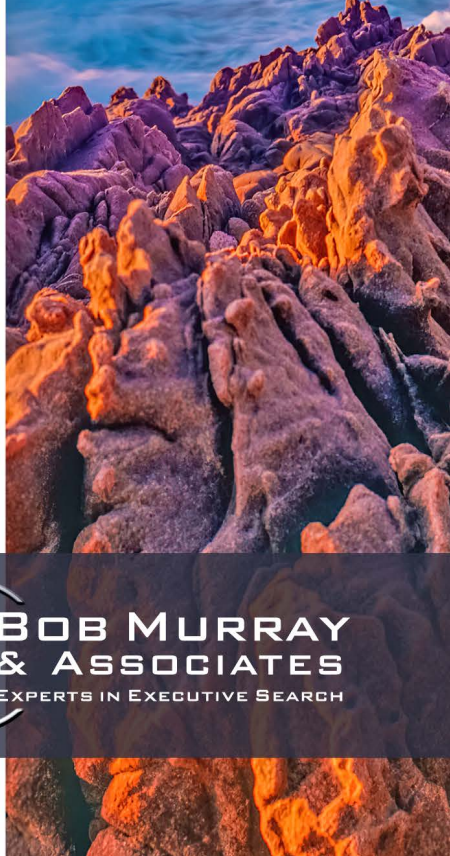
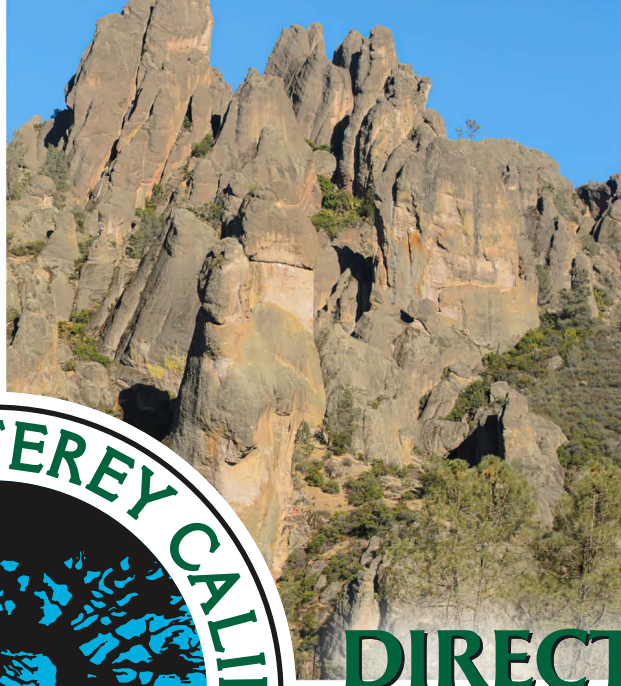




# DIRECTOR OF SOCIAL SERVICES



Photos provided by  
Monterey County  
Convention & Visitors Bureau



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH



## THE COMMUNITY

The County of Monterey (County) is a diverse community set in a picturesque coastal location and offers tourists and residents alike the comfort of a moderate Mediterranean climate, miles of beautiful beaches, spectacular mountain ranges, groves of redwoods, low-rolling foothills, and scenic valleys. Boasting such world-renowned attractions as the spectacular Big Sur Coast, Laguna Seca Raceway, 17-Mile Drive, Monterey Bay Aquarium, Cannery Row, the Steinbeck Center, the Monterey Jazz and Blues Festivals and Pebble Beach – possibly the world’s most famous golf course, it’s easy to see why over 450,000 residents choose to live here and an estimated four million visitors a year make the County their destination of choice.

In addition to a thriving tourist trade, the County’s economy is largely based in a vigorous agricultural industry. Known as the “Salad Bowl of the World” the Salinas Valley provides fresh strawberries, vegetables, wine grapes and leafy greens to the entire country. California’s 16th largest county provides many educational opportunities including Cal State Monterey Bay, the Middlebury Institute of International Studies at Monterey, Monterey Peninsula College, Hartnell College, the Defense Language Institute, and the Naval Postgraduate School. All these factors combine to make the County a healthy, economically diverse region that fosters and sustains an enriching lifestyle for its residents.

## THE ORGANIZATION

At the local level, like all governing bodies, the Board of Supervisors is empowered with both legislative and executive authority over the entirety of the county and is simultaneously the primary governing body for all unincorporated areas within the County’s boundaries. The Board has five elected members, each representing a supervisorial district in the County.

The mission of the County of Monterey is to excel at providing quality services for the benefit of all county residents while developing, maintaining, and enhancing the resources in the area. The County operates according to the following Values:

- Assure honesty and integrity in all county actions;
- Provide top quality customer service;
- Practice continuing innovation; and,
- Treat fellow employees, customers, and residents with respect and courtesy at all times.



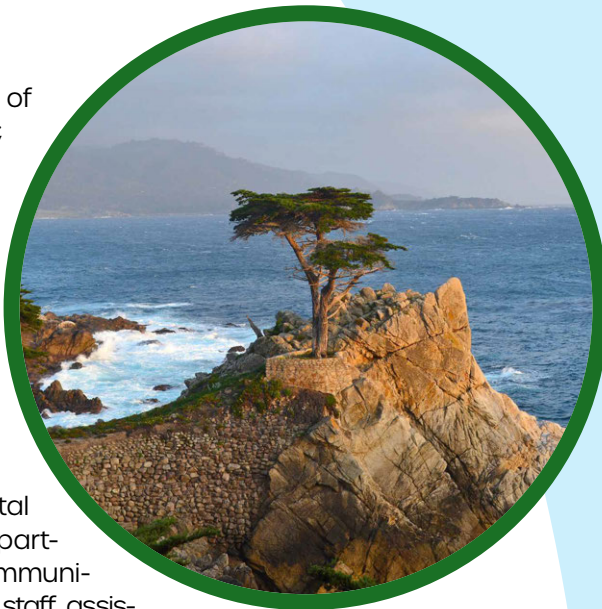
The Department of Social Services administers over 70 programs serving an estimated 100,000 residents in the County daily. Departmental services include a variety of public assistance programs, employment services, and social services for children and their families, adults with disabilities, seniors, and military veterans. The department is the designated agency responsible for the investigation of child, dependent adult, and elder abuse in the County.

## THE POSITION

Reporting to the County Administrative Officer, the Director of the Department of Social Services oversees the delivery of comprehensive and multi-disciplinary social services for the County and is responsible for all aspects of the social services organization, including: planning and directing the departmental operations; developing and administering the annual budget; providing recommendations, proposals, program requirements and general informational updates to the County Administrative Officer and Board of Supervisors; and, representing the County to various county, state and federal entities. This position establishes and maintains appropriate administrative policies, services, structures, controls and reporting systems for the effective and efficient delivery of social services to the citizens of the County. Other responsibilities include but are not limited to:

- Establishing and maintaining goals, objectives, and plans for carrying out the functions of the Department of Social Services consistent with overall County goals.
- Directing, coordinating, and participating in the development and implementation of department goals, objectives, policies, procedures, and priorities that balance both mandated services and community social service needs.

- Directing the preparation of the departmental budget; administering and monitoring the annual budget to ensure the accomplishment of departmental objectives within budget restrictions; directing searches for new funding sources and overseeing grant application preparation and negotiation.
- Coordinating departmental activities with other departments, agencies, and community organizations; providing staff assistance and support to appointive boards and commissions.
- Appointing and evaluating the performance of subordinates; overseeing management development and staff training programs within the department.
- Directing the preparation, analysis, and distribution of reports and correspondence; coordinating the establishment and retention of various types of records and files.
- Serving as a Board of Supervisors appointed member of various boards, commissions, and councils representing the County at conferences and professional meetings.



## THE IDEAL CANDIDATE

The County is seeking a collaborative, versatile, empowering, and knowledgeable leader to serve as the next Director of the Department of Social Services. The ideal candidate will be a creative problem solver with the ability to review, develop, implement, and monitor major policies, procedures, and standards for the department. Knowledge of principles and practices of social welfare and integrated social services policy and administration, including current trends in service delivery planning, policy, management, service assessment, program evaluation, and related issues is essential to success in this role. The new director will be a receptive, proactive listener and communicator. Candidates who have experience planning, developing and implementing social service and public aid resources into remote and rural communities who also understand funding streams are encouraged to apply.

Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs is essential. The ideal candidate must have the ability to successfully develop, control, and administer the departmental budget and expenditures; prepare and present comprehensive reports and recommendations of



highly complex nature; prepare and execute public presentations and communicate effectively throughout the department; and analyze complex situations and develop effective courses of action.

Qualified candidates typically possess a bachelor's degree from an accredited college or university in the field of Public or Business Administration, Social Welfare, Health Administration, Public Policy, or a closely related field, along with six years of progressively responsible management experience in the delivery of human services, social welfare, or health services field. This experience should include at least two years that involved directing, planning, organizing, and coordinating social service programs or equivalent senior-level management experience in a large, public agency. A graduate degree in health administration, public administration, or a related field is desirable.

## COMPENSATION AND BENEFITS

The Director of the Department of Social Services is an at-will position. The salary range for the position is \$183,420 - \$250,500 annually; placement within the range is dependent on qualifications and experience.

The County offers a competitive benefits package, including:

**Retirement** - Benefits through the California Public Employees' Retirement System (CalPERS). Retirement formulas: 2% at 55 years of age for CalPERS (non-safety) classic members and 2% at 62 years of age for CalPERS (non-safety) Public Employees' Pension Reform Act of 2013 (PEPRA) members. Current employee contribution rate is 7%



up to the CalPERS compensation limits.

**Medical Insurance** - CalPERS Health Insurance Program is made available on a pre-tax basis through a Section 125 Cafeteria Benefit Plan

- Preferred Provider Organization (PPO)
- Health Maintenance Organization (HMO)

**Dental Insurance** - Benefit & Risk Management Services, Inc. (BRMS)

- \$2,000 annual max. per covered person
- Orthodontia - \$1,500 lifetime max. per covered person

**Vision** - Vision Service Plan (VSP)

- Exam, lenses, and frames available every 12 months
- Computer vision glasses available, subject to eligibility

**Health Flexible Spending Accounts** -

- Flexible Spending Account (FSA) - Employee may contribute up to the Internal Revenue Service (IRS) maximum, on a pre-tax basis.
- Dependent Care Assistance Program (DCAP) - Employee may contribute up to the IRS maximum, on a pre-tax basis.

**Deferred Compensation 457(b) Plan** - Pre-tax and post-tax voluntary employee contribution up to the IRS maximum

**Life Insurance** - County paid \$50,000 Group Term Life

**Holidays** - 12 paid holidays plus one floating holiday per calendar year

**Professional Leave** - 10 days per calendar year

**Annual Leave** - Computed according to years of service with a maximum accrual of 850 hours. 50% credit of combined California public sector County or City service applied toward computation.

**Longevity Pay** - 10 years of consecutive County service: 2.5%; 15 years: 3.5%; 20: years 5.5%.

## OTHER BENEFITS

**Management Expense Allowance** - \$54.17 per month

**Auto Allowance** - \$375 per month

**Professional Development Stipend** - \$400 per calendar year

**Employee Assistance Program (EAP)** - Confidential counseling and referral services to support wellbeing and resilience in work and life to employees and members of the employee's household.

## TO APPLY

If you are interested in this highly rewarding and fulfilling opportunity, please apply online at:

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

**Filing Deadline:  
October 27, 2024**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the County of Monterey. Candidates will be advised of the status of the recruitment following selection of the Director of the Department of Social Services.

If you have any questions, please do not hesitate to call Mr. Gary Phillips at:

(916) 784-9080

