



The County of San Bernardino

invites applications for the position of
Assistant Director of Transitional Assistance

\$107,744 to \$137,987 per annum plus excellent benefits

Open until sufficient applications are received—Apply ASAP

The Position

The Transitional Assistance Department is recruiting for an Assistant Director to assist in directing the day-to-day operations of and in administering the services provided by the Transitional Assistance Department. This position will be responsible for assisting in planning, organizing and directing the department's activities.

This position is in the Unclassified Service and serves at the pleasure of the Appointing Authority.

The Department

The Transitional Assistance Department (TAD) of the County of San Bernardino Human Services is responsible for administering the Department's financial support programs to persons in need of financial, nutritional and/or medical assistance. The department serves culturally and ethnically diverse populations through programs such as Temporary Assistance to Needy Families (TANF), Food Stamps, Medi-Cal, Foster Care, Child Care, General Relief, Adoption Assistance and Welfare-to-Work.

The goals of TAD are to meet the basic needs of families and individuals, while working with them to attain self-sufficiency and promote work and personal responsibility. Services are provided locally throughout the many communities that comprise the County of San Bernardino.

Desired Qualifications

The ideal background for this position consists of a combination of experience, which should include at least three years of progressively responsible administrative or management experience within a large social service organization, to include responsibility for multiple programs and directing a significant number of staff through subordinate supervisors, and education which is commensurate with the responsibilities of this position.

The ideal candidate will be an organized results-oriented manager who has a commitment to customer service, along with excellent interpersonal skills, being a team player and creating a positive and fair work environment. In addition, this person must be able to embrace new ideas and effectively implement them in order to help customers achieve self-sufficiency.

Application and Selection Process

To be considered for this exciting career opportunity, please submit a completed County application or a detailed résumé, along with the required Supplemental Questionnaire. The most highly qualified applicants will be invited to continue in the selection process which may include an assessment of skills, as well as an interview.

Applications will be accepted and processed continuously, until a sufficient number of qualified applications has been received. Please apply as soon as possible to ensure consideration for this position.

Detailed résumés and responses to the Supplemental Questionnaire may be emailed to:

ExecRecruit@hr.sbcounty.gov.

Applicants are encouraged to apply online at: www.sbcounty.gov/hr.

Assistant Director of Transitional Assistance

County of San Bernardino

Salary and Benefits

\$107,744 to \$137,987 per annum

Plus Excellent Benefits Package

The County of San Bernardino offers a generous benefits package, named among the best available.

Benefits offered include:

- ◆ 14 Paid Holidays w 80 hours Paid Administrative Leave
- ◆ Up to Four Weeks Paid Vacation with Unlimited Accrual
 - ◆ 96 hours of Annual Sick Leave with Unlimited Accrual
- ◆ 401(k) with County Contribution of 2 Times Employee Contribution up to 4% of Base Pay
 - ◆ Generous Retirement Plan w 457 Deferred Compensation Plan
- ◆ County Provides 7% of Base Salary Plus \$304/Month Toward Employee Retirement Contribution
 - ◆ \$230 Bi-Weekly Benefit Plan for Health, Dental, AD&D and Voluntary Life Insurance
 - ◆ Medical Premium Subsidy for Employee +one or more coverage
 - ◆ Paid Vision Insurance with Dependent Coverage
 - ◆ Paid Long & Short Term Disability Insurance w \$50,000 Term Life Insurance
- ◆ Variable Universal Life Insurance Policy-County pays 25% Toward Premium of One-Time Annual Salary
 - ◆ Retirement Medical Trust Plan (VEBA)
 - ◆ Voluntary Dependent Care Assistant Plan (DCAP)
- ◆ Medical Expense Reimbursement Plan (FSA) with County Match up to \$40 per pay period
 - ◆ \$1,000 Tuition or Membership Reimbursement
 - ◆ Relocation Assistance



The Human Resources Department is committed to providing effective customer service to all departments, employees, and constituents of the County of San Bernardino, through the timely delivery of innovative, quality human resources systems, programs, and services.

OUR GOAL IS TO MAKE SAN BERNARDINO COUNTY YOUR EMPLOYER OF CHOICE!

San Bernardino County



Located in the heart of Southern California, the County of San Bernardino is the largest county in the contiguous United States. Its vast borders stretch from the greater Los Angeles area to the Nevada border and the Colorado River encompassing a total area of 20,160 square miles. Comprised of 24 cities, with over 2 million residents, its assets include numerous colleges and universities supporting a strong, diverse workforce along with an unparalleled collection of highways, runways and railways that lead to regional, national and international business centers. The County also benefits from natural assets such as acclaimed mountain resorts, local, regional and national parks and western rivers.

Contact Information

For further information contact:

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EEO/ADA Compliant Employer

Assistant Director of Transitional Assistance

County of San Bernardino

Supplemental Questionnaire

It is the applicant's responsibility to ensure that the application or résumé is complete and sufficiently detailed to determine qualifications. The application materials must also include written responses to the supplemental questions below — a résumé is not an acceptable substitute for completing this questionnaire. It is to your advantage to provide complete and thorough responses to each area. Only the highest rated candidates will receive further consideration.

Please submit your answers on a separate sheet of paper or apply online at www.sbcounty.gov/hr.

Describe in detail, but as concisely as possible, your experience in each of the following areas.

1. **SOCIAL SERVICES EXPERIENCE:** Describe your experience managing social service programs, particularly experience with Transitional Assistance for Needy Families (TANF), Food Stamps, Medi-Cal, Welfare-to-Work or other public assistance programs.
2. **PROGRAM PLANNING AND POLICY DEVELOPMENT:** Describe your experience in the development and implementation of programs, policies and procedures, particularly experience obtained in a public social service environment or social service program.
3. **ORGANIZATIONAL DEVELOPMENT:** Describe your experience developing, implementing and evaluating long term strategic plans for business operations, staffing or program development, especially in response to significant changes in work processes or procedures, particularly within a social service program. Include experience assessing organizational needs and fiscal impacts.
4. **HUMAN RESOURCES MANAGEMENT:** Describe your experience in the management and direction of staffing resources in a Human/Public/Social Services organization. Include job titles and numbers of first **and** second level subordinates for each management/supervisory position you held. Also include the specific supervisory activities you performed such as hiring decisions, disciplinary actions and work performance evaluations.
5. **PROJECT MANAGEMENT:** Describe your experience in which you were involved in the planning, implementation and evaluation of a project in a work environment.