Salary and Benefits

$100,057 Per Annum
Plus Excellent Benefits Package

- Retirement Plan/401K
- Paid Vacation, Sick Leave and Holidays
- Administrative Leave
- Health, Vision and Dental Insurance
- Life Insurance
- Deferred Compensation Plans
- Short and Long Term Disability Insurance
- Retirement Medical Trust
- Professional Development
- Medical Flexible Spending Account

The County of San Bernardino

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. The County is comprised of 24 cities, with over 2 million residents, The County also benefits from natural assets such as acclaimed mountain resorts, local regional, and national parks, and western rivers.

CONTACT INFORMATION

Tammy Ballesteros
157 West Fifth Street
San Bernardino, CA 92415

Phone: 909- 387-5565
Fax: 909- 387-5792
TTY Users: 711
E-mail: ExecRecruit@hr.sbcounty.gov

COUNTY OF SAN BERNARDINO

Employment Opportunity

Public Authority for In-Home Support Services

Executive Director

Salary

$100,057 Per Annum

Plus Excellent Benefits

The Position

The Executive Director for the San Bernardino County Public Authority (PA) serves as a resource, administrator, coordinator, and advisor to the Governing Board of the Public Authority, comprised of the County Board of Supervisors, with the goal of providing successful outcomes to the providers and consumers of the In-Home Supportive Services (IHSS) program.

The essential functions of the Executive Director are to:

- Manage and administer the Public Authority; hire and supervise staff; develop the budget and strategic plans.
- Review, analyze, and ensure compliance with proposed and existing legislation, including local, state, and federal regulations.
- Coordinate IHSS service delivery with the Department of Aging and Adult Services; act as liaison to the County Administrator and county departments to explain the PA and its potential impact on their departments/operations.
- Oversee labor organization/representation activities, including wage and benefit negotiations; establish and maintain a registry of IHSS providers; and coordinate the development of consumer and provider training.

This is a contract position and serves at the pleasure of the appointing authority.

The Public Authority

The Public Authority (PA) is a governmental entity established by state law to work in conjunction with San Bernardino County's In-Home Supportive Services (IHSS) Program. The IHSS Program helps eligible low-income seniors and persons with disabilities to remain independent by funding home care providers. The PA brings together IHSS consumers and workers in partnership to foster the development of high-quality personal assistance services. Its governing body serves as a meeting ground for consumers, workers, and representatives of city government.

The Qualifications

The **ideal qualifications** consist of a combination of education and experience commensurate with the responsibilities of the position and should include five years of progressively responsible management experience in a social services agency. Experience should include responsibility for the development and implementation of policies and procedures, personnel management, and budget and fiscal administration. A Bachelor's degree in Business Administration, Public Administration, Human Services or a closely related field is preferred.

The **ideal candidate** will be a progressive, results-oriented leader, and a strategic planner with a demonstrated record of achievement in the administration of social services. This candidate must have the ability to effectively problem-solve, establish and maintain cooperative working relationships, provide excellent customer service, and communicate effectively both orally and in writing. Additionally, the ideal candidate will be financially savvy and possess the flexibility to adapt to and lead through change, as well as embrace and implement new ideas.

The Application and Selection Process

To be considered for this exciting career opportunity, please submit a completed County application or detailed resume and responses to the Supplemental Questionnaire. The selection process will consist of a competitive evaluation of qualifications. Candidates who demonstrate exceptional qualifications will be referred to the appointing authority for a selection interview.

Applications will be accepted until a sufficient number of qualified applications have been received; interested candidates should apply as soon as possible.

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

Detailed resumes may be emailed to:
ExecRecruit@hr.sbcounty.gov

Public Authority for In-Home Supportive Services—**Executive Director**

Supplemental Questionnaire

Please describe your experience in the areas below and submit your responses as an attachment to your resume or application. You may also submit your responses online at www.sbcounty.gov/hr.

1. HUMAN RESOURCES MANAGEMENT: Describe direction of staffing resources, including job titles, numbers of first and second level subordinates and beginning and ending dates of experience in supervisory or management classifications. Also include specific supervisory activities you performed, such as hiring decisions, disciplinary actions, and work performance evaluations.
2. BUDGET/FISCAL ADMINISTRATION: Include experience developing, justifying and monitoring a program(s) budget; conferring with representatives of funding sources; monitoring of grants; and contract management.
3. PROGRAM PLANNING/POLICY FORMULATION: Include experience planning and directing programs; developing objectives, procedures, and goals; and coordinating with other agencies and complying with government regulations.
4. COMMUNITY AND HUMAN RELATIONS: Describe your experience and interaction with the public, press, public officials, and community-based organizations on behalf of an organization. Include any experience you have had serving on boards, committees, or community organizations, indicating offices held or level of involvement.
5. SOCIAL SERVICES EXPERIENCE: Describe any experience you have had working with the elderly or disabled population providing personal care or services.