



CITY OF

Richmond CALIFORNIA

The City of Richmond invites your application for

Deputy Director of Community Services

Employment and Training

The City Of Richmond

Best known for its unique history and role in the World War II home front effort, the City of Richmond, with an estimated population of 110,000, is located 16 miles northeast of San Francisco on the western shore of Contra Costa County. Between 1940 and 1945, tens of thousands of workers from all over the country streamed into the City to support wartime industries. The City was home to four Kaiser shipyards which housed the most productive shipbuilding operations of World War II, launching 747 ships during that time. The City was also home to approximately 55 war-related industries - more than any other city of its size in the United States. Today, the City is an important industrial, commercial, transportation, oil refining, shipping and government center. The City operates a council-manager form of government consisting of six council members and a mayor elected at large.

Richmond residents are active and engaged, with a rich heritage of cultural and racial diversity. The Five-Year Strategic Business Plan, developed as a blueprint, guides the City's day-to-day operations and its capital improvement and revitalization programs. The strategic plan's goals are based on the understanding that investment of financial, physical, and staff resources made today ensure that the City's quality of life is enhanced and preserved for its future residents.



The Position

Are you the one to take reigns of this program and effect change? The City of Richmond's Community Service Department is recruiting for a leader to direct and oversee the Employment and Training Division. The position will report to the Library and Community Services Director; this experienced professional will lead the City of Richmond's overall divisional function of providing services to both local employers and participants through RichmondWORKS, YouthWORKS, and RichmondBUILD. Lorena Rodriguez, Employment Program Specialist describes the Employment and Training Division best when she states, **"What we are here is a small group of people that create huge differences, and once we are together, it's powerful."**



The Ideal Candidate

The Deputy Director of Community Services Employment and Training is responsible for the overall planning, organizing, staffing, directing, controlling, and follow-up of the activities of the Employment and Training Division. The candidate selected for this position will be responsible for the short and long-term planning of the division, establishing and maintaining essential community relationships, securing essential grants, and providing essential leadership/direction to the division.

**VIEW DIRECT TESTIMONY
OF THE PARTICIPANTS THAT
HAVE BENEFITTED FROM
THESE SERVICES:**

Key Responsibilities

- Develops a long-range vision, mission, and plans for employment and training in Richmond through assessment of community needs and desire, and best practices.
- Plans, coordinates and administers employment and training service programs while providing supportive services, remedial and vocational education, work experience and job training, and job placement to program participants.
- Plans and directs grant applications, other fund-raising efforts, and related administrative functions to provide enhancements to existing programs or start-up funding for new programs.
- Participates and supervises the planning of the annual Employment and Training program and budget. Oversees the administration of the annual division budget; is responsible for the maintenance of appropriate budgetary controls; and represents the division in budget hearings. Coordinates the budget review with the Library and Community Services Director.
- Develops and maintain effective working relationships and provide support to City departments, community leaders and organizations, and local businesses.
- Serves as the staff liaison to the Richmond Workforce Development Board and coordinates all organizational activities involving the board and facilitates board meetings.
- Supervises divisional personnel administration, including hiring, training, employee relations and grievances, performance standards, and evaluations according to City standards.



Experience and Qualifications

Any combination of training and experience equivalent to graduation from a four (4)-year accredited college or university with major coursework in a closely related field work related major AND six (6) years of professional administrative experience which would demonstrate application of the knowledge, skills and abilities listed; including at least two (2) years of responsible managerial and supervisory experience.



License Certification

Must possess a valid California Driver's License and have a satisfactory driving record. Due to assignments and hours worked, must have reliable private transportation to travel to required locations in a timely manner.

Compensation & Benefits

Anticipated Monthly Salary Range: \$9,024- \$14,364

Appointment will be made within this range depending upon qualifications. The salary is complemented by a generous benefits package that includes:

Retirement

CalPERS 2.7% @ 55 for classic employees (8% employee contribution);

2% @ 62 for employees new to CalPERS (7.25% employee contribution)

Medical

Managed through CalPERS with multiple options. Maximum benefit paid by the City of Richmond is the Kaiser HMO family rate

Dental, Vision, & Employee Assistance Program

Provided at no cost to the employee

Long Term Disability Insurance

60% of salary up to \$5,000 per month after 30 day waiting period

Life Insurance

2x annual salary up to \$250,000 benefit

Paid Holidays

12 per calendar year

Floating Holidays (five days + 2 hours per calendar year)

Vacation

Ten days, increasing after three years and vacation credit for prior employment

Sick Leave

Twelve days annual sick leave and payment for unused sick leave

Administrative Leave

Seven days per fiscal year

To Apply Please visit: <https://koffassociates.com/deputy-director-community-services/>

Deadline to apply for this position is **September 17, 2021**