



Director of Social Services

THE COMMUNITY

Imperial County is located in the Imperial Valley, bordering both Arizona and Mexico. It is part of the El Centro Metropolitan Area, which encompasses all of Imperial County. The County is home to approximately 182,000 residents who live and work within its seven cities (Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, and Westmorland) and eight unincorporated communities (Bombay Beach, Heber, Niland, Ocotillo, Palo Verde, Salton City, Seeley, and Winterhaven). The County seat is the city of El Centro. This vast terrain varies from 235 feet below sea level at the Salton Sea to 4,548 feet above sea level at Blue Angel Peak. Established in 1907, it was the last county to be established in California. Although this region is a desert, with high temperatures and low average rainfall of three inches (seventy-five mm) per year, the economy is heavily based on agriculture due to irrigation, supplied wholly from the Colorado River via the All-American Canal.

Imperial Valley has a variety of attractions for visitors and residents. Fort Yuma is located on the banks of the Colorado River. NAF El Centro is the winter home of the U.S. Navy Flight Demonstration Squadron, the Blue Angels. Imperial Valley Expo & Fairgrounds is home to the California Mid-Winter Fair and Fiesta which is the local county fair, held in late February to early March and known throughout North America. It is also home to the Imperial Valley Speedway. Recreational opportunities are abundant in the area with water sports at the Colorado River; hunting, camping, and off-road activities in the rugged mountains and desert sand dunes. The Anza-Borrego Desert State Park, California's largest state park, the Salton Sea State Recreation Area, Algodones Sand Dunes, Fossil Canyon, Painted Gorge, and Salvation Mountain are just a few of the unique parks in the region. The border city of Mexicali, Baja California, Mexico offers big city amenities like museums, a zoo, a sports convention center, several restaurants, and an international airport. Visitors cross by foot or car from Calexico in the United States every day.

Imperial High School, located in Imperial City, was designated a California Distinguished High School in 2003 and 2007 by the CA State Department of Education. Opportunities to attend college are available through Imperial Valley College, San Diego State-Imperial Valley and Brawley Campuses, and the University of Phoenix. U.C. San Diego, Cal State Universities in San Diego and San Marcos are located in nearby San Diego County.

ABOUT THE COUNTY

The County of Imperial has a 2021-2022 total budget of \$655,800,000 and employs approximately 2,440 staff members, who work to serve and enhance the community's quality of life. The County's 26 departments provide a variety of services including public works, health care, social services, public safety, and other general and internal government services. The County is divided in five supervisorial districts. Each district elects a member to the Board of Supervisors for a term of four years.

To learn more about Imperial County, please visit www.co.imperial.ca.us

THE DEPARTMENT

The mission of the Imperial County Department of Social Services is to provide assistance to the County's needy and disadvantaged individuals and families so they may live their lives with dignity and respect.

Vision

The Department is committed to being an innovative leader in providing quality social services to those individuals and families in Imperial County needing our services. Through a collaborative effort with other agencies and organizations, our department will maximize effective delivery of services in the most cost effective and efficient manner possible. Our staff will treat our clients with respect and dignity while striving to improve the quality of their lives. We will reach out to all communities in the valley in an effort to provide targeted and appropriate services whenever possible.



Social Services Divisions

Administrative Services provides Personnel, Issuance and Recovery, Clerical Support and MEDS, Financial and Accounting Services, Program Support, and System Support.

Aging and Disability Services includes Adult Protective Services, Family Justice Center, In-Home Supportive Services (IHSS), and Public Authority.

Children and Family Services encompasses Adoptions, Family Support, Family Maintenance, Family Reunification, Betty Jo McNeece, Permanent Placement, Independent Living, and Resource Family Approval.

Imperial Valley Continuum of Care Services includes Homeless Taskforce, Administrative Entity, and Housing Support.

Transitional Services includes CalFresh, Medi-Cal, CalWORKS, Self Sufficiency, and General Assistance.

THE POSITION

Under the direction of the Board of Supervisors, the Director of Social Services plans, organizes, coordinates and controls the eligibility, administrative and social services sections of the department; formulates and develops policies and procedures in conformance with State and federal regulations, legislation and directives, and supervises and evaluates the performance of staff.

Duties and Key Attributes include but are not limited to the following:

- Provide leadership with a positive presence, demonstrating initiative and good judgment; is action oriented, treats people with respect, and is open and approachable.
- Direct all aspects of the operations of the Agency, conferring frequently with subordinate leadership staff in developing and implementing programs, policies, goals, and objectives of the Agency.
- Oversee planning, development, integration, and monitor and evaluate a variety of social services and financial assistance programs of the County; directly supervise and coordinate the social services' activities.
- Plan the activities of the Agency including development and timely implementation of the Agency's goals and strategic plans; management of funding allocations, resources, and services to meet client needs.
- Evaluate the operations of all the functions of the Agency in order to ensure compliance with federal and state laws and regulations related to social services programs; compliance with local directives and policies; the efficiency of operations; and the appropriate engagement and discipline of employees.
- Review public inquiries and concerns pertaining to activities of employees or of the Agency, direct investigations and evaluate major concerns and audit issues involving the Agency.
- Establish collaborative, effective working relationships with the Board of Supervisors and other government and community leaders to address strategic initiatives and efforts.



- Coordinate the activities of the Agency with other providers of social services and continuum of care including other County departments, agencies, boards and commissions; meet with such entities as the Agency representative.

THE IDEAL CANDIDATE

The ideal candidate will be an energetic, results oriented leader with exceptional communication skills and a proven track record of navigating culture change, identifying best practices, fostering strong business relationships and a collaborative team-oriented working environment, and the ability to achieve results through others. The successful candidate will possess a strong understanding of Social Services Agency programs and objectives, public procurement and budgeting practices, and County government. Key attributes also include responsiveness and political astuteness. The most qualified candidates will demonstrate their ability to lead a talented and professional staff and manage a large, complex, and challenging social services agency.

With new regulatory rules, eligibility requirements and continuum of care reform, the Director of Social Services will work closely with SSA leadership and partners developing and implementing business process improvements and best practices to meet the changing landscape and community needs. This individual will be expected to work well with county-wide departments and external stakeholders to establish positive partnerships, collaborating on strategies and policies to address new challenges and priorities including funding and homelessness issues. A background in long-term strategic planning and development would be ideal.

EDUCATION AND EXPERIENCE

Any combination equivalent to:

- Bachelor's degree with major coursework in Social Work, Social Science, Public Administration, Business Administration, Education or related field.
- A Master's degree is highly desirable.
- Five years (+) plus of increasingly responsible experience in a large social service organization.
- Two years (+) in a management or supervisory capacity; assigning, reviewing, and evaluating the work of subordinates in a defined workgroup.

COMPENSATION AND BENEFITS

The salary range for this position is \$127,632 - \$155,160 DOE.

- Retirement Plan – The 37 Act
- Voluntary Deferred Comp – 457 Plan
- Health Insurance
- Health Reimbursement Account (HRA) - \$1500 every 24 months
- Gifted Dental/Vision
- Life Insurance - \$125,000, plus \$7.29 bi-weekly supplemental
- Holidays – 12 Days per year, plus Birthday Holiday
- Sick Leave – Up to 12 days per year
- Sick Buy Back – Cash up to 48 hours per fiscal year
- Vacation – Up to 15 days per year
- Vacation Buy-Back – Cash up to 80 hours per fiscal year
- Administrative Leave – 60 hours per fiscal year
- Car Allowance - \$550 monthly
- Tuition Reimbursement – Up to \$2,250 per fiscal year

APPLICATION AND RECRUITMENT SCHEDULE

The final filing date is Friday, July 8, 2022.

To be considered, please submit a resume, cover letter, and four work related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/director-of-social-services/>

Resumes must reflect months and years for positions held.

For additional information, please contact:



Koff & Associates
A Gallagher Company

Carlo Zabala

Phone (510) 342-3233

czabala@koffassociates.com

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the County. The County will then select candidates who will be invited to participate in County interviews. Extensive reference and background checks will be completed on the selected candidate.

