

# COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



## ASSISTANT DIRECTOR, CHILD SUPPORT SERVICES DEPARTMENT OF CHILD SUPPORT SERVICES

Anticipated Appointment Salary— \$125,000 to \$140,000 DOQ

Executive Benefits Package

# ASSISTANT DIRECTOR, CHILD SUPPORT SERVICES | COUNTY OF SAN DIEGO

## DEPARTMENT OF CHILD SUPPORT SERVICES

The County of San Diego invites résumés from candidates with exemplary qualifications for the position of Assistant Director, Child Support Services in the Department of Child Support Services.

The Assistant Director for the Department of Child Support Services reports to the Director and will be responsible for providing leadership to the Deputy Directors - Administration, Operations, and Legal. The incumbent assists in the management, planning and coordination of the operations in the Department of Child Support Services in compliance with Federal, State, and County laws and regulations, and joint power/cooperative agreements. The incumbent will be responsible for ensuring the mission and vision is part of all activities in the department, providing oversight and direction in the operational and administrative functions and collaborating with local, state and community based organizations. The Department of Child Support Services employs 466 staff and has an operating budget of \$52.8 million. For more information about the Department of Child Support Services please click [here](#).

## THE IDEAL CANDIDATE

The ideal candidate will be a dynamic, collaborative and innovative leader with a strong background in leadership, The candidate will possess exceptional knowledge of child support policies, procedures and practices, strong analytical skills, a global perspective, be an expert in learning new concepts quickly, working under pressure and possess exceptional communication skills.

**The ideal candidate will also possess a professional history that demonstrates the following leadership competencies and attributes:**

- A customer service-oriented management philosophy that builds and supports mutually beneficial relationships with other County departments, outside organizations and community stakeholders
- Strategic thinking and anticipation of future consequences and trends while applying knowledge appropriately
- Stimulates and actively initiates change in the organization
- Ability to mentor, develop, and advocate for staff
- Carefully considers implications and impact of decisions across the organization and in the region
- Effectively manages conflict
- Looks beyond department boundaries when making decisions
- Possesses strong technical and interpersonal skills
- Two years of experience performing duties in a public agency in an administrative or management position, preferably in a child support agency
- Strong leadership, human resources, organizational development, work ethic and fiscal experience

Please click [here](#) for a full description of the job duties of Assistant Director, Child Support Services.

## MINIMUM QUALIFICATIONS

Qualifying candidates will possess a bachelor's degree from an accredited U.S. college or university, or a foreign studies equivalency AND, five (5) years of experience that demonstrates the ability to perform the essential functions of the classification. Experience must include four (4) years of management level experience and at least one (1) year of supervision. A master's degree or higher degree may substitute for a total of one year of the required experience but cannot be applied to the required one year of supervision.

## BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, the website for the San Diego County Employees Retirement System can be accessed [here](#)
- May be eligible for relocation allowance
- Deferred Compensation Program (457) and 401(a) plans

## DEPARTMENT OF CHILD SUPPORT SERVICES

The Department of Child Support Services (DCSS) mission is to enhance the lives and well-being of children and promote family self sufficiency by establishing and enforcing child support orders. The DCSS is the local agency responsible for administering the Federal and State Title IV-D child support program. Federal and State law governs the department with oversight by the California Department of Child Support Services. DCSS collaborates with custodial and non-custodial parents, courts, governmental agencies and community resources to support the long-term well-being of our customers' children. DCSS encourages self sufficiency and provides resources and options through the life of the case.

DCSS has an annual operating budget of \$52.8 million and is staffed with 466 full time employees.

The National Association of Counties (NACo) recognized DCSS with five achievement awards over the last three years for outstanding programs and services.

Services include:

- Establish paternity
- Establish child and medical support orders
- Enforce/modify child and medical support orders
- Collect and distribute child and spousal support payments



## THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO)
- The County has a budget of \$5.41 billion and provides services to the residents of the County through its 17,000 employees in 42 different departments

## GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). For more information regarding GMS, please click [here](#). The successful candidate must have a general understanding of the General Management System.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications may be accessed and submitted on-line. To apply, go to [www.sdcounty.ca.gov](http://www.sdcounty.ca.gov), select the link for jobs; or click [here](#).

In addition to completing your application, please submit an updated résumé indicating academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, number of direct reports or staff, and salary information.

Applications and résumés will be screened for minimum qualifications. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

Applications will be accepted until an adequate number of qualified candidates have been received. Interested candidates are encouraged to submit an application as soon as possible. The first review date for resumes will be April 25, 2016.

## SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

## NOTES

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. Click here for more in-formation [www.livewellsd.org](http://www.livewellsd.org).



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

## CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Veronica Gibson, Human Resources Analyst at [veronica.gibson@sdcounty.ca.gov](mailto:veronica.gibson@sdcounty.ca.gov). Questions about the position or department should be directed to Jessie Bishop, Group Human Resources Director for the Public Safety Group at [jessie.bishop@sdcounty.ca.gov](mailto:jessie.bishop@sdcounty.ca.gov).

County of San Diego

Department of Human Resources

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