

THE COUNTY OF ALAMEDA SOCIAL SERVICES AGENCY

Invites you to apply for the position of ● ● ● ● ● ● ● ● ● ●

Financial Services Deputy Director Social Services Agency



Alameda County Social Services Agency is recruiting to fill one vacancy for the position of Financial Services Deputy Director. This position is responsible for managing the budget and accounting teams within the Social Services Agency. This includes planning and managing the Agency's budget development and budget management processes, including accounting, claim reimbursement, distribution of assistance payments to clients, revenue maximization efforts and other related work as required. The Financial Services Deputy Director reports directly to the Financial Services Director and acts as "second-in-charge" within the Finance Department.

The Social Services Agency consists of the following four departments whose mandated services include:

- Workforce and Benefits Administration administers the eligibility and disbursement of mandated assistance programs and provides the required employment and support services for public assistance recipients.
- Children and Family Services provide emergency response and shelter services as well as investigative, maintenance, reunification, and permanent placement services and administer the Foster Care Program.
- Adult, Aging and Medi-Cal Services (AAMS) provides Adult Protective, Public Guardian/Conservator/Administrator, and Older American/Californian Acts services. AAMS also administers in Home Supportive Services (IHSS), Regular Medi-Cal and Long Term Care programs and operates the Area on Aging and Veteran Services Office.
- Administration and Finance provides support to Agency departments and staff through various administrative areas such as Information Technology and Services, Human Resources and Training, Finance and General Accounting and general Office Support Services.

MINIMUM QUALIFICATIONS INCLUDE:

The equivalent of five years of responsible financial and/or budget management experience two years of which required considerable independent judgment in financial policy development and interpretation. Possession of a bachelor's degree from an accredited college or university with a degree in accounting; business administration, public administration, or a closely related field may be substituted for one year of experience. Possession of a Master's degree in business administration, or a closely related field may be substituted for two years of experience.

THE IDEAL CANDIDATE

In addition to meeting the minimum qualifications, the Financial Services Deputy Director will have a solid history of:

- ◆ **Budget Forecasting**, including developing models or projections based on studying past results, relationships, and data and anticipating future trends/events.
- ◆ **Understanding fiscal impacts** of legislation and state memoranda related to state and county allocation formulas.
- ◆ **Planning and Organizing**, including managing several tasks at once and establishing a course of action for self and others to ensure that work is completed efficiently.
- ◆ Researching, compiling and summarizing varied information, evaluating alternatives and **reaching sound conclusions**.
- ◆ **Effectively implementing management principles and practices** when providing employee supervision. Effectively plan, supervise, review and evaluate the work of others either directly or through subordinate supervision.
- ◆ **Accomplish Work Objectives**, by leading and guiding a team of employees through establishing development plans, setting performance goals, and tracking and evaluating performance.
- ◆ **Communicating effectively**, including the ability to write complex technical reports and conduct effect meetings. Represent the department and the County in meetings with others.
- ◆ **Performing as a strong collaborator**, adept in identifying opportunities and taking action to build strategic relationships to help achieve agency goals. Build effective collaborative environments with internal and external stakeholders.
- ◆ **Maintaining Stable Performance** in situations where there may be opposition and/or pressures. Maintain focus on work tasks and develop appropriate strategies to cope effectively with stresses.

Alameda County Social Services Agency Mission

Our mission is to promote the economic social well being of individuals, families, neighborhoods and communities.



SUPPLEMENTAL QUESTIONNAIRE

Thank you for your interest in the position of Financial Services Deputy Director, SSA. This supplemental questionnaire is designed to evaluate your experience and ability to communicate clearly and effectively in writing. **Your completed response to this supplemental questionnaire must be submitted with your application in order to be given full consideration for the next phase in the recruitment process.** Please keep your answers to no more than one page per question. However, you are encouraged to provide as much detail as possible in your answers. We are searching for specific examples of some of your past accomplishments and challenges and request that you formulate your answers to describe the specific situations, your role and actions taken and the impact your actions had on the organization or particular project outcome.

1. Describe your experience leading financial analysts and/or accountants in a large organization comparable to the Alameda County Social Services Agency. Tell us about your team. What was your role? Describe a challenge you faced with the team and how you handled it.
2. Describe your experience leading a team that forecasts expenses and revenues in an agency comparable to the Alameda County Social Services Agency. Please describe how the results of your team's work was used.
3. Describe your experience where you exercised independent judgment in financial policy development and interpretation.
4. Describe your experience overseeing work to claim state and federal revenue for an organization comparable to the Alameda County Social Services Agency.
5. Describe a specific example in which you managed the financial aspects of a new program implementation.

APPLICATION PROCESS

If you are interested in this opportunity to assist Alameda County Social Services Agency achieve its vision and mission, please complete an **application and supplemental questionnaire on-line at www.acgov.org/hrs**. The final filing deadline is **February 8, 2016 at 5:00 p.m.** Applications will be screened according to the qualifications outlined in the Ideal Candidate section of this brochure. The most qualified candidates will be invited to participate in the selection process. Please contact Ione Bell at 510-272-6456 with questions regarding this position.

Tentative Selection Schedule:

- ⇒ **Application and Supplemental Questionnaire Final Receipt Date: Monday, February 8, 2016.**
- ⇒ **Review of Minimum Qualifications: Tuesday, February 29, 2016**
- ⇒ **Interviews tentatively scheduled for Week of March 14, 2016.**

COMPENSATION

The annual salary range for the Financial Services Deputy Director, SSA is from \$97,427-\$118,435. The County also offers an attractive management benefits program with the following elements: Retirement Plan covered by the 1937 Act; Management Benefits Cafeteria Plan; Health and Dental Insurance; Life/Accident Insurance, Paid Vacation & Sick Leave, Management Leave (7 days), Holidays (11 paid holidays; 4 floating holidays); Dependent Care Salary Contribution Plan and a Deferred Compensation Plan.