

THE COUNTY OF ALAMEDA
SOCIAL SERVICES AGENCY

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

Financial Services Deputy Director,
SSA



Alameda County Social Services Agency is searching for a Financial Services Deputy Director to lead and oversee the procurement and accounting teams for the Agency. As of fiscal year 2017/2018, the Social Services Agency has a budget of over \$800 million dollars that funds over 40 programs throughout Alameda County. The responsibilities for this position includes leading and directing financial and accounting staff, planning and managing budget development and budget management processes, overseeing accounting claiming, assistance payment, special payments, revenue maximization and ensuring proper fiscal and accounting methods.

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 and Aging Services (AAS)** provides Adult Protective, Public Guardian/Conservator/Administrator, and Older American/Californian Acts services. AAS also administers in Home Supportive Services (IHSS), 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.

QUALIFICATIONS INCLUDE:

The equivalent of five years of responsible financial and/or budget management experience two years of which required considerable independent judgement in financial policy development and interpretation.

Note: 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.

Alameda County Social Services Agency Mission

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

THE IDEAL CANDIDATE

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

Overseeing budgetary and accounting operations, including managing complex budgets with multiple funding streams, understanding fiscal analysis and computer applications related to financial analysis and accounting.

Maximizing resources and addressing situations with **analytical and innovative solutions**.

Communicating effectively, both orally and in writing, including preparing and presenting financial information to large groups and representing the department and County in meetings with others.

Leading and directing staff in a manner consistent with the County's mission, including having a sense of professionalism and competency.

Making sound and informed decisions that further the goals and needs of the customers we serve.

Staying calm under pressure and adapting to change in an environment with multiple timeframes and deadlines.

APPLICATION PROCESS

If you are interested in this opportunity to help 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 **June 22, 2018 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: June 22, 2018**
- ⇒ **Interviews tentatively scheduled for July 26 and 27, 2018**

COMPENSATION

The annual salary range for the Financial Services Deputy Director, SSA is from \$101,316—\$123,177. 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.



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.

- Please describe your experience with procurement of goods and services from Request for Proposals (RFP) to executed contract.
- Please describe your experience managing a large Accounts Payable unit as it relates to best practices and governmental regulations.
- Please describe your experience writing contracts for personal services. Include your involvement in performance evaluation of contracts.

