

# SAN JOAQUIN COUNTY HUMAN SERVICES AGENCY

## Director of Mary Graham Children's Shelter



San Joaquin County  
Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, CA 95202  
Phone: (209) 468-3370



Recruitment Announcement  
0118-ES2150-EX

### THE POSITION

This position is responsible for the management of the daily operations of the Mary Graham Children's Shelter, the County's 24-hour residential facility for emergency care of abused and neglected children. This includes the administration of shelter staff who provide direct care and supervision of children brought to the shelter.

### IDEAL CANDIDATE

The ideal candidate will demonstrate:

- ◆ Knowledge of Continuum of Care Reform (AB403) for child welfare services and the effect it will have on county operated children's shelters.
- ◆ Knowledge of applicable programs, laws, statutes, ordinances, policies, and regulations governing social and human service programs for children; sociological and psychological principals involved in providing assistance and services to children; principles and practices of organizational design, business management, public administration, governmental budgeting and fiscal management; inter-governmental agency relationships, personnel administration and effective public relations; and standards of supervision, training and constructive discipline.
- ◆ The ability to effectively represent the Shelter before the Board of Supervisors, and other local, regional, state and federal agencies, as well as in public meeting with the local community; direct, supervise and evaluate the work of subordinate employees; plan and develop current and long term programs; establish and maintain effective working relationships with the public, governmental agencies and County departments; prepare and present effective oral and written reports.
- ◆ Experience with budgeting, organizational planning, managing supervisors, and working with county, state, and federal agencies to provide human services for families and/or children.

### THE DIVISION

The Mary Graham Children's Shelter is a division of the San Joaquin County Human Services Agency and is the County's 24-hour residential facility for the emergency care of abused and neglected children. The Shelter provides comfort and care for children who have been severely abused, abandoned and neglected, children range in age from newborn to 18 years of age.

*"Our mission is to lead in the creation and delivery of services that improve the quality of life in our community."*

*San Joaquin County is an Equal Opportunity Employer*

## SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches - from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.



## ARTS & CULTURE

Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound.

Over 60 languages are spoken in one of the most ethnically diverse communities in California.

A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs and traditions.

## RECREATION

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events.

Enjoy the beauty of Lodi Lake Park and Nature Area and the Woodbridge Ecological Reserve. Micke Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults.

## AGRICULTURE

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside.



## EDUCATION

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys University, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

## HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Make San Joaquin County your new home. Housing ranges from new developments to established subdivisions to stately historic districts to peaceful country living and every type of housing in between.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

# Director of Mary Graham Children's Shelter

## TYPICAL DUTIES

This position will be responsible for planning, assigning, and directing the programs of the Mary Graham Children's Shelter to meet the needs for the health, welfare and safety of all the resident children, which includes evaluation of the effectiveness of basic physical care, educational, recreational and related programs.

Other primary duties will include:

- ◆ Communicates and collaborates with other service providers to share program philosophy; nurtures working relationships with the Children's Shelter community groups and volunteer organizations that provide invaluable services to support the goals of the shelter.
- ◆ Recruits, hires, plans, assigns, supervises and evaluates the work of subordinate staff.
- ◆ Participates in the formulation of agency policies for the shelter, implements operating procedures, develops and maintains the shelter's budget.
- ◆ Reviews incident reports, investigates and ensures that appropriate action is taken.
- ◆ Coordinates programs with local, state, federal and county departments; reviews evaluates and makes recommendations on legislation affecting shelter activities; assesses shelter operations and ensures compliance with county, state and federal standards.
- ◆ Plans for and makes recommendations on facility and service needs; responds to citizen complaints and inquiries.



## DESIRABLE QUALIFICATIONS

**Education:** Graduation from an accredited four-year college or university with specialization in the social or behavioral sciences, business or public administration or a closely related field.

**Experience:** Five-years of experience in a public or private social service or mental health agency, providing human services for families and/or children; including two years at an administrative or management level.

**Substitution:** A Masters Degree in Social Work, Psychology, Sociology, Criminal Justice, Child Development, Public Administration, Business Administration or a related field may be substituted for one year of required general experience.

## REQUIRED QUALIFICATIONS

**License:** Possession of a valid California driver's license.

**Special Requirement:** Must pass fingerprinting as required by state law.

**Note:** Employees at Mary Graham Children's Shelter are subject to the authority, rules, regulations, standards, and approval of the Community Care Licensing Authority (CCL) of the California Department of Social Services. In addition to the above minimum qualifications, as a condition of employment, approval of the CCL is required for both initial appointment and for continued employment at MGCS.





# Director of Mary Graham Children's Shelter

## COMPENSATION PACKAGE

**Annual Base Salary: \$102,482– \$124,550**

In addition to base salary, the County offers a comprehensive compensation package that includes:

- ◆ Cafeteria Plan: \$24,023 annual amount which is considered the employer's benefit contribution used to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$2,050 to \$2,491 annually)
- ◆ Vacation cash-out up to 8 days annually (valued from \$3,153 to \$3,832)

**Potential cashable compensation:**

	Step 1	Step 5
Annual Salary	\$102,482	\$124,550
2% Deferred Comp	\$2,050	\$2,491
Vacation Cash-out 8 days annually	\$3,153	\$3,832
Cafeteria	\$24,023	\$24,023
Total	\$131,708	\$154,896

- ◆ 1937 Retirement Act plan — reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually - unlimited accumulation
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- ◆ 14 paid holidays per year
- ◆ 10 days administrative leave per year

For more benefit information, please access the county's benefits website at:

[www.sjgov.org/departments/hr/benefits](http://www.sjgov.org/departments/hr/benefits)

## RECRUITMENT INCENTIVES

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of Public Service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

*\*\*Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

## APPLICATION AND SELECTION

Completed application package must include supplemental application and resume to be submitted to the Human Resources Division before the final filing date.

**Final Filing Date: March 2, 2018**

Please submit your application, supplemental application and resume to:

San Joaquin County Human Resources  
Attn: Danielle Saad  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370

**OR**

online at [www.sjgov.org/departments/hr](http://www.sjgov.org/departments/hr)

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in screening interviews. Final candidates will be interviewed by the Director of Human Services. Final appointment will be conditional upon passing the pre-employment drug screen and background investigation.

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.

# DIRECTOR OF MARY GRAHAM CHILDREN' S SHELTER

## SUPPLEMENTAL QUESTIONS

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Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately and limit one page per question. **This is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of Director of Mary Graham Children's Shelter.**

1. Please describe your experience in a public or private social service agency, providing human services for families and/or children. Include in your response if you have experience working in a county temporary shelter and if so your role and responsibilities.
2. Please describe two years administrative or management experience in a social service agency that provides human services for families and/or children. Include in your response the types of programs you managed or administered and an organizational chart showing the job titles of those who report to you and those you report to.
3. Please describe your experience establishing partnerships with service providers in the community as it relates to children shelters. Include how you maintain ongoing collaboration with service providers.
4. Explain what you believe to be the two most critical issues facing county temporary shelters in the next five years.
5. Describe your experience evaluating the effectiveness of temporary shelter programs. Include your role and responsibilities in the evaluation process.