

**Assistant Director of Public Social Services
L.A. County, Calif.
Salary: \$123,642 - \$187,143; DOQ.**

Posted: Monday, June 28. 2010

Title: Assistant Director of Public Social Services.
Filing: Open Until the Position is Filled

The unclassified positions of Assistant Director of Public Social Services, report directly to the Chief Deputy, Department of Public Social Services, and assist in the overall management of the Department with responsibility for directing, through subordinate division-level managers, a major departmental program bureau.

The major bureaus consist of: Administrative Services, Special Operations, Program and Policy, Workforce Services, and Contract and Technical Services. Incumbents must exercise a thorough knowledge of the Department's organization, programs, policies and procedures related to categorical and indigent aid and social services programs. These positions must exercise a thorough knowledge of the department's fiscal, personnel, contract management and legislation as it relates to their particular areas of responsibility; and the relationship between the Department's activities and those of other County departments and local, State, federal and private agencies.

Minimum Requirements: Graduation from an accredited college or university with a Bachelor's degree -AND- four years of progressively responsible experience with responsibility for directing through subordinate managers a major segment of a public services operation and/or multiple administrative functions such as finance, budget, human resources, contract administration, research and statistics, management information and evaluation or information technology.

Desirable Qualifications: Experience in directing and/or developing strategic planning activities of large, complex organizations; extensive experience managing multiple programs at various geographic locations, through subordinate managers; knowledge of social welfare programs, policies and procedures related to categorical and indigent aid and social welfare programs; demonstrated ability to successfully provide service delivery improvements and efficiencies; experience working in an urban diverse environment; experience establishing and maintaining liaison with other departments, agencies, community groups, private organizations and the public; knowledge of information systems utilized by the Department of Public Social Services, such as: Los Angeles Eligibility, Automated Determination, Evaluation and Reporting (LEADER) system; and GAIN Employment Activity Reporting System (GEARS) and excellent interpersonal communication skills.

Submit statement of interest, resume and supporting documents to:
asstdirectordpss@hr.lacounty.gov The recruitment announcement may be downloaded from the County of Los Angeles website at: www.lacounty.gov (Click on Executive Positions and Special Recruitments.)