

Presently, over 238,974 residents enjoy our central coast location. Agriculture, state institutions, tourism and recreation make up the principal economic background. With the ocean and mountains, the Spanish and historical flavor, the friendly climate and the relative freedom from urban hassles, San Luis Obispo County is a good place to call home.

**The Final Filing Date is Friday, January 5, 2007**

For more information or to apply, visit our website at: [www.slocounty.ca.gov/hr](http://www.slocounty.ca.gov/hr) or call (805) 781-5959.

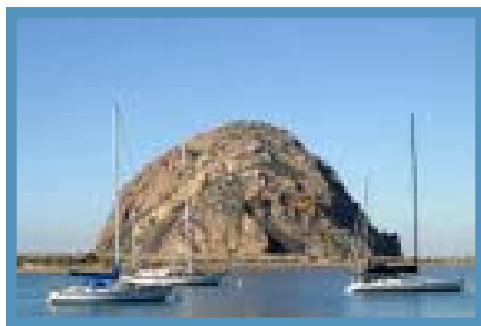
***How to apply:***

*This is an open recruitment; Anyone meeting the minimum qualifications may apply. You may apply online or submit a hard copy application. If you submit a hard copy application, Recruitment #1206PM-01502-01 must appear on it, and it must be received by the Personnel Department by 5:00 pm on the Final Filing Date. A resume may be attached.*

*To obtain this position's supplemental questions, refer to the Job Announcement on [www.slocounty.ca.gov/hr](http://www.slocounty.ca.gov/hr) or contact Personnel at (805) 781-5959.*

**Benefits**

Retirement Plan  
Deferred Comp Plan  
Vacation  
Sick Leave  
Administrative Leave  
Bonus Personal Day  
Medical/Dental/Vision  
*for employee & family*  
Education Allowance  
Wellness/Fitness Allowance



## San Luis Obispo County Department of Social Services



### *Assistant Social Services Director*

Salary  
\$102,211 - \$124,238  
Recruitment # 1206PM-01502-01

*An Equal Opportunity/  
Affirmative Action Employer*

## Our Vision

**A responsible and caring community:  
Safe, Resilient and Healthy.**



## The Position

Under general direction, plans, organizes, controls and directs all social program operations and activities of the Department of Social Services; coordinates and directs communications, personnel and resources to meet designated County and public social services needs and assure smooth and efficient activities; supervises and evaluates the performance of assigned personnel; and does other related work as required.



## Our Mission

**We partner with the community to enhance self-sufficiency while ensuring that safety and basic human needs are met for the people of San Luis Obispo County.**

## Education and Experience

Graduation from an accredited four-year college or university with a bachelor's degree in business administration, public administration, social sciences or a closely related field. (Job-related experience may substitute for the required education on a year for year basis.) In addition, six years of increasingly responsible experience performing a variety of administrative activities in a public, social services agency, including three years in a supervisory position.

## Licenses/Certificates

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver's license will be required at the time of appointment and must be maintained throughout employment.

## Knowledge and Abilities (partial list)

- Plan, organize and direct the program operations and activities of the Department of Social Services
- Coordinate and direct assigned personnel, communications and resources to meet designated public social services needs and assure smooth and efficient activities
- Provide direction and oversight to managers as well as practice procedures and techniques involved in development and implementation of social services programs, projects, functions, goals, objectives, systems and activities
- Principles and practices of social service theories, issues and trends related to County programs
- Federal, State and local social services programs and their supporting legislation, regulatory requirements, policies and objectives concerning social services
- Current sociological theories, issues and trends relating to human behavioral problems and the need for and functions of public social services
- Monitor, analyze and modify policies, procedures and programs in social services to enhance Department financial effectiveness, operational efficiency and capacity to meet public needs.
- Budget preparation and control
- Effective oral and written communication skills, public relations techniques, and the ability to supervise and evaluate the performance of assigned personnel

## The Selection Process

The selection process includes a supplemental questionnaire, screening process, and a hiring interview. The Department of Social Services Director will make the final decision and appointment. Applicants may be evaluated by use of an application, screening board, written examination, and/or oral board. Veterans and disabled veterans preference points will be assigned when applicable. The top nine or more ranks shall be certified for appointment consideration. Any part of this selection process may be changed. Eligible lists may be used to fill regular, limited term or temporary positions. New employees are required to complete an INS Employment Eligibility Verification form to certify citizenship or legal residency and authorization to work. Essential functions of a job for purposes of the Americans with Disabilities Act will be determined prior to the filling of each vacant position. **A REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE THE NEEDS OF THE DISABLED AND THE RELIGIOUS NEEDS OF AN APPLICANT. IF YOU REQUIRE SPECIAL ARRANGEMENTS TO PARTICIPATE IN THE RECRUITMENT PROCESS, YOU MUST INFORM THE COUNTY PERSONNEL DEPARTMENT IN WRITING OF THE TYPE AND EXTENT OF ACCOMMODATION NO LATER THAN THE FINAL FILING DEADLINE.**