

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER —  
EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN,  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.



## **EMPLOYMENT OPPORTUNITY**

### **EXEMPT POSITION**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**POSITION TITLE:** DEPUTY DIRECTOR  
LOCAL GOVERNMENT AND COMMUNITY RELATIONS  
(EXEMPT POSITION)

**SALARY:** \$7,984-\$8,634

**FINAL FILE DATE\*:** October 15, 2009 or Until Filled

#### **DUTIES AND RESPONSIBILITIES**

As a member of the Executive Staff, the Deputy Director, Local Government and Community Relations, will serve as the liaison between the Director and both community groups and local government entities. The Deputy Director, Local Government and Community Relations will advise and assist the Directorate in the formulation, implementation, coordination, administration and evaluation of Departmental programs and policies; he or she also serves as the liaison between the Directorate and various community-based organizations, counties, regional county groups, the County Welfare Directors Association of California (CWDA), tribal organizations and other public entities statewide to identify and implement proposed reforms.

The incumbent will be responsible for coordinating, and participating in, meetings with CWDA and for maintaining ongoing contact with the organization and its staff. The incumbent will also interact frequently with regional county consortia such as the Southern Area Consortium for Human Services (SACHS) and the Northern Counties Consortium (NCC). The incumbent will serve as the central point of contact for CWDA and the California State Association of Counties (CSAC), county welfare directors and other local government officials. The incumbent will also be responsible for establishing and maintaining communication and goodwill with local public and community-based organizations and advising the Director on issues raised by these groups. Therefore, the successful candidate will fully understand the operations of local government and community organizations. This individual will also establish and coordinate linkages with the Governor's Office of Community Relations, and with Community Relations officers in other state departments.

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SEE NEXT PAGE FOR ADDITIONAL INFORMATION

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**DEPUTY DIRECTOR, LOCAL GOVERNMENT AND COMMUNITY RELATIONS**  
**BULLETIN RELEASE DATE: SEPTEMBER 22, 2009**  
**FINAL FILE DATE\*: OCTOBER 15, 2009 or Until Filled\***

Tribal governments and tribal organizations are valued human services stakeholders. As the Department's liaison to tribal organizations, the incumbent will preserve and cultivate positive relationships with tribal entities, and provide consultation to California Department of Social Services (CDSS) staff on human services issues affecting Native Americans.

The incumbent will serve as an expert in implementing interdepartmental collaborative efforts of new program initiatives, reforms and project activities, and is responsible for forming and coordinating advisory groups to provide input to the Department regarding new programs and initiatives.

### **EXAMINATION INFORMATION**

The required background for this position includes at least three (3) years of responsible management experience in agencies focused on local government and/or tribal liaison activities. The education requirement is equivalent to graduation from an accredited college or university preferably with major coursework in public administration, business or a closely related field.

Governmental employees at the federal or local level are eligible to apply for appointment to the position. If they wish to apply for appointment under the provisions of intergovernmental loan programs such appointments will be considered.

### **SUPPLEMENTAL INFORMATION**

The headquarters building for CDSS is located in downtown Sacramento, at 744 P Street. Sacramento is the capital of the state and houses federal, state, and local governments. Today's Sacramento is a cosmopolitan convergence of tall, gleaming buildings, hearty Victorians, splendid restaurants and shops, a vibrant arts scene, and an excellent freeway network and public transportation system. Sacramento is home to the Sacramento Kings National Basketball Association basketball team, the Rivercats baseball team, California State University (Sacramento), historic Old Sacramento, the State Railroad Museum, and Sutter's Fort.

CDSS is responsible for the direct operation or supervision of a wide variety of social services and income assistance programs. The Department accomplishes its mission through staff located in offices throughout the state, the 58 county welfare departments, and a host of community based organizations.

The Department administers four major program areas: welfare programs, social services, community care licensing, and disability evaluation.

### **HOW TO APPLY**

Applications will be accepted from all individuals from the public and private sectors who possess the qualifications, knowledge, and abilities to perform the Local Government and Community Relations Deputy Director duties. Interested parties must submit a resume **and supplementary statement of qualifications and accomplishments (no more than two pages)**. Application packages should be sent to:

Ms. Nancy Lee  
California Department of Social Services  
744 P Street, M.S. 17-11  
Sacramento, CA 95814

\*Applications received by October 15 will be reviewed; however, the position will remain open until a qualified candidate is hired. Packages will be screened on the basis of knowledge, experience, and ability to meet desirable qualifications. The most qualified candidates will be selected for an interview with an executive panel.