

# Compensation and Benefits

## SALARY

The annual salary range for this position is \$203,216-\$253,988 , DOQ

The County of San Mateo offers an attractive and competitive salary and benefits package., which includes:

- ◆ **RETIREMENT:** Choice of two County Retirement System plans and health benefits for retirees.
- ◆ **INSURANCE:** Choice of three medical and two dental plans with the majority of the premium paid for employee and eligible family members plus Flexible Spending Account option. The vision care plan is fully paid for employee and eligible dependents. The County provides \$50,000 of Basic Life Insurance.
- ◆ **ADDITIONAL INSURANCE:** Family Death, Disability and Supplemental Life Insurance policies are available for employees. Long Term Disability benefits fully paid by the County.
- ◆ **HOUSING ASSISTANCE LOANS:** Housing assistance loans are available for negotiation.
- ◆ **VACATION:** Employees received 13 paid days a year for the first 5 years of service. Additional days are added with increased years of service.
- ◆ **ADMINISTRATIVE LEAVE:** Management employees accrue 130 hours per year to use as time off. In April of each year, employees have the opportunity to convert 50% of their then current Administrative Leave hours balance for a cash payment.
- ◆ **OTHER BENEFITS INCLUDE:** Biweekly Transportation Allowance, Employee Health & Fitness Program, Commute Alternative Program, Employee Assistance Program, Child Care Center, Dependent Care Assistance Plan, First Time Home Buyer Program, Deferred Compensation, and Tuition Reimbursement Program.

## The Process

To apply for this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this position is: October 4, 2019.

If you have any questions regarding this position, please contact Paul Kimura at [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or 408.399.4424, or Sam Avery at [samuella@averyassoc.net](mailto:samuella@averyassoc.net) or at 408.399.4424.



# COUNTY OF SAN MATEO



INVITES YOUR INTEREST FOR THE POSITION OF:

## DIRECTOR OF THE HUMAN SERVICES AGENCY



## San Mateo County

San Mateo County is located in the heart of the San Francisco Peninsula, offering a wide range of recreational pursuits, economic opportunities and numerous attractions. The population of over 770,000 residents enjoys a diverse, multi-cultural citizenry, cosmopolitan ambiance, temperate climate, clean air, rural open space and a geographic location just south of San Francisco and at the northern edge of Silicon Valley.



The County includes the incorporated cities and towns of: Atherton, Belmont, Brisbane, Burlingame, Colma, Daly City, East Palo Alto, Foster City, Half Moon Bay, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, Redwood City, San Bruno, San Carlos, San Mateo, South San Francisco, and Woodside.



## County Government

The County is governed by a five-member County Board of Supervisors that are elected by district to alternating four-year terms. The County Manager, who is appointed by the Board of Supervisors, oversees county operations. The County provides a vast array of services for all residents. These services include social services, public health protection, housing programs, property tax assessment, tax collection, elections and public safety. It also provides city-style services for residents who live outside cities in the unincorporated area. The County has a budget of \$3 billion in FY 2019-20 with over 5,700 full-time employees.

## The Human Services Agency

The Human Services Agency (HSA) provides an extensive array of social services to San Mateo County residents. HSA administers various diverse and complex federal and state-mandated programs and locally funded supportive services to over 198,000 children and adults.

The HSA is a multi-accredited agency committed to pursuing best practices in social services programming and administrative standards. The Agency consists of seven primary divisions in addition to a Planning and Evaluation unit: Children and Family Services, Economic Self Sufficiency, Collaborative Community Outcomes, Employment Services, Technology and Facilities, Financial Services, and Staff Development.



The HSA was accredited by the Council on Accreditation (COA) for another four years and is one of the few social services agencies that will operate a Short Term Residential Therapeutic Program (STRTP). The organization operates with 800 FTEs and a budget of approximately \$260 million.

## The Position and Ideal Candidate

San Mateo County is seeking a dynamic and collaborative leader to be the new Director for its Human Services Agency. The Director reports directly to the County Manager and will be in charge of shepherding the Agency forward to tackle the exciting challenges and numerous opportunities facing the HSA. The HSA Director must have exceptional leadership reflected by active engagement and communications, high levels of visibility, and a participatory management style. These critical attributes will be essential in partnering with staff, peer departments, community based organizations, and stakeholders in delivering valuable services to constituents in need. The HSA Director must be committed to being highly visible both internally and externally to ensure unity towards a common mission.



The HSA Director joins the organization at a defining moment for the Agency, which includes evolving regulatory considerations, constituent expectations and greater customer service needs. These factors necessitate innovative approaches including expanded usage of technology systems, input from and utilization of staff expertise, and greater levels of collaboration throughout the Agency and the County organization. Creative and atypical, yet practical solutions focused on productivity, efficiency, and expanding staff capacity will be essential approaches in assisting the Agency moving forward.

A couple of key focal points for the County involves veterans services and the significant community concerns related to homelessness. The Director will be a vital partner towards identifying and delivering alternatives and solutions. The HSA also works very closely with both San Mateo County Health and the Health Plan of San Mateo along with county criminal justice partners in providing diversion, prevention, and support programs. This requires strong working relationships and coordinated efforts with the various partner departments within the County. The new Director will also need to work to build collaborative ties with labor in enhancing delivery of services.

Strong administration skills are essential to this role. The Agency represents the third largest budget for the County and financial acumen and budget expertise are crucial skill sets. Compliance oversight for the myriad of funding streams and reporting requirements associated with programs and service delivery is required components with this role. The successful candidate will have a minimum of six years of progressively responsible administrative experience in the delivery of human services, social welfare or health services programs, with at least two of those years at an executive management level. A background with the equivalence to a Bachelor's degree from an accredited University with major coursework in social welfare or health administration, public policy or business administration is preferred. A Master's degree in a related field is highly desirable.

