



LIVE WELL  
SAN DIEGO



SanDiegoCounty.gov



# Assistant Director, Departmental Operations

Health and Human Services Agency  
Aging & Independence Services

**Anticipated Hiring Range \$190,000-\$194,000**

*Excellent Benefits Package*

# THE POSITION

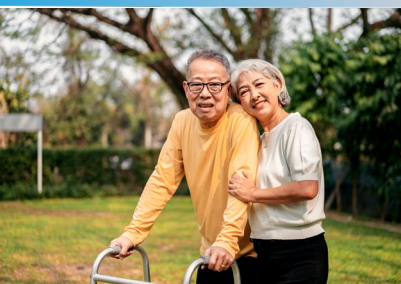
The County of San Diego, Health & Human Services Agency (HHS), Aging & Independence Services, is seeking applications from highly qualified individuals to serve as the **Assistant Director, Departmental Operations**. Under the administration of the Director, Aging & Independence Services, this executive management position will assist in leading and directing the planning and operations of the Aging & Independence Services (AIS) department.

AIS provides assistance, information, referral, and support to older adults, persons with disabilities, and their family members. AIS services include, but are not limited to:

- In-Home Supportive Services (IHSS): provides access to home-based and caregiver services.
- Adult Protective Services (APS): investigates allegations of abuse and neglect of older and dependent adults and provide connections to resources that may assist them.
- Senior Health and Social Services: improves the nutritional and social health of older adults in need through approximately 1.8 million meals and health promotion and prevention programs such as assisted transportation, multi-purpose senior centers, and caregiver support.
- The Office of the Public Administrator and Public Guardian: serves the most vulnerable older and dependent adults. The Public Administrator is appointed to protect the estates of individuals who die without a will or an appropriate person to function as an administrator. The Public Guardian acts as the appointed legal guardian of older and dependent adults whom the San Diego Superior Court has determined lack the capacity to care for themselves and/or manage their finances due to a major neurocognitive disorder.
- Community Engagement: collaborates with the community and a network of more than 7,000 stakeholders to increase engagement opportunities and connections to the community for older adults that work on goals focused on health, fall prevention, caregiver support, housing, transportation, social participation, and dementia.

## Assistant Director, Departmental Operations Aging & Independence Services duties include:

- Assisting in the implementation and evaluation of legislation, policies and programs.
- Working closely with the County's senior leadership and HHS Executives in setting and carrying out the County's vision, mission and objectives for the department.
- Acting as a liaison with other public and private agencies and coordinate activities with County departments, and local State and Federal governments.
- Assisting in developing annual budget and monitor revenue and expenditure transactions.
- Providing oversight of the administrative functions of the department including legislative analysis, policy development, contracts, fiscal, and workforce development.
- Providing leadership within a large matrix organizational setting, working with subordinate managers to develop and retain highly competent, service-oriented staff through selection, training, and day-to-day management practices.





# HEALTH AND HUMAN SERVICES AGENCY

The Health and Human Services Agency is an integrated agency with a robust service network that contributes to a region that is Building Better Health, Living Safely, and Thriving. Its many programs are designed to help over 3.3 million San Diego County residents live well. Health, housing and social services are developed by eight service departments to provide vital resources and care and are generally deployed through six regions. The County of San Diego's Framework for our Future provides direction for County operations at every level to advance racial justice, health equity, economic opportunity, environmental protection, and government transparency to create a region where all residents can achieve the Live Well San Diego vision for healthy, safe, and thriving communities

## THE IDEAL CANDIDATE

HHSA is seeking a dynamic, independent, and innovative leader to develop and execute the activities of the Aging & Independence Services department. The ideal candidate will possess a professional history that demonstrates the following leadership competencies and attributes:

- Senior/Executive management level experience interpreting and implementing laws, rules, regulations, policies, and procedures pertaining to the operation and provisions of programs and services, particularly for older adults and persons with disabilities.
- Experience managing administrative components of an organization such as budget, contracts and staffing.
- Experience working with community groups, advisory boards and State government officials on issues relating to older adults and persons with disabilities.
- Experience interpreting and implementing State and Federal social services welfare legislation and regulations.

## MINIMUM QUALIFICATIONS

Five years of experience that demonstrates the ability to perform the essential functions of the classification AND a bachelor's degree from an accredited U.S. college or university or a certified foreign studies equivalency. Experience must include four years of management level experience and at least one year of supervision.

Note: A master's degree or higher degree may substitute for a total of one year of experience and cannot be applied to the required one year of supervision.



# THE COMMUNITY OF SAN DIEGO

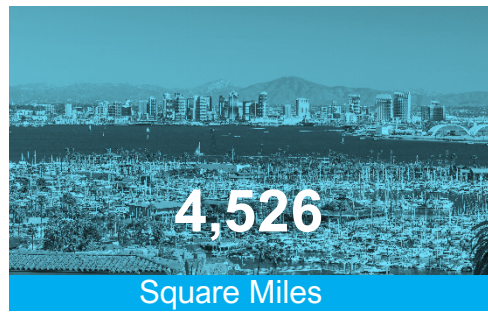
From our world-class beaches to almost year-round sunny weather, San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp District.

## SAN DIEGO WEATHER ANNUAL AVERAGES

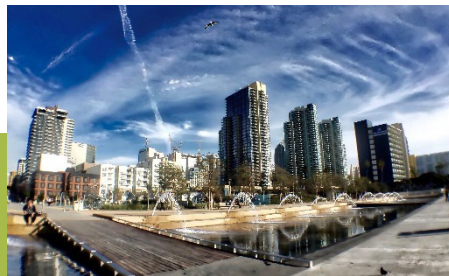
**HIGH TEMPERATURE:** 70°F

**LOW TEMPERATURE:** 58°F

**RAINFALL:** 10.4 INCHES



Heading east you will find mountains that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. Head west, and you will run into over 70+ miles of pristine coastline.



*The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.*



**LIVE WELL  
SAN DIEGO**

*The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. For more information, please visit [www.livewellsd.org](http://www.livewellsd.org)*

# COMPENSATION & BENEFITS

The anticipated hiring range is **\$190,000 - \$194,000 annually**. Salary reviews are performance-based and goal-oriented. Benefits include:

- Fifteen days of paid vacation, thirteen days of paid sick leave, ten days of executive time off, and fourteen paid holidays
- Medical, dental, and vision plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for more information, visit [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for a relocation allowance up to \$20,000

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## HOW TO APPLY

You may complete an online application at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr) select the Current Job Postings link, Job Number 24229712UAIS. Applications should include a copy of your college degree, final transcript, diploma, or foreign studies equivalency certificate (if education was obtained outside of the U.S.)

### Key Dates

Resume Review: Week of January 6, 2025

Interviews: Week of January 27, 2025

Anticipated Start Date: End of February, 2025

You may direct any questions regarding the application and selection process to Susan Rumley, Senior Human Resources Analyst, Department of Human Resources at [Susan.Rumley@sdcounty.ca.gov](mailto:Susan.Rumley@sdcounty.ca.gov)

Questions about the position should be directed to Beverly Connolly, Group Human Resources Director at [Beverly.Connolly@sdcounty.ca.gov](mailto:Beverly.Connolly@sdcounty.ca.gov)

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## SPECIAL NOTES

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.

