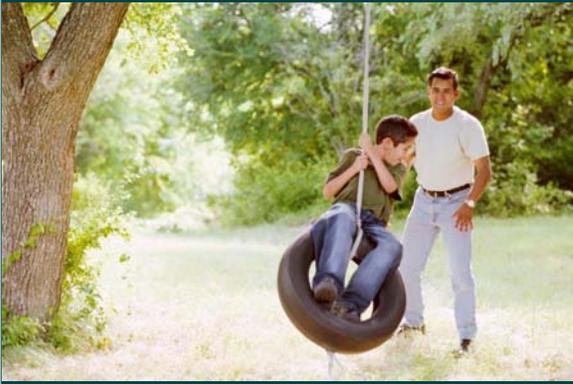


The County of San Bernardino is accepting applications for **Deputy Executive Officer**



Human Services
Administrative Support Division

WWW.SBCOUNTY.GOV/HR



Mission Statement

The Administrative Support Division (ASD) is dedicated to assisting Human Services departments and divisions in the delivery of services. We do so by providing support, and sharing our expertise, in the areas of budget and finance, contract administration, facilities management, and storage and distribution. Administrative Support Division employs ethical, knowledgeable, and professional staff committed to helping our customers reach their goals.



Excellent Career Opportunity

This is an excellent opportunity to work in one of the most vibrant areas in Southern California. Human Services (HS) works to build a healthier community by strengthening individuals and families, enhancing quality of life and valuing people. As identified in our mission statement, the Administrative Support Division provides dedicated resources and administrative support for all HS departments, divisions and programs.

The Position

The County of San Bernardino is recruiting for a Deputy Executive Officer (DEO) who is responsible for overseeing the administrative support functions for all Human Services departments and divisions. This position reports directly to the Assistant Executive Officer-Human Services (AEO-HS) and is responsible for providing direct support and expertise in the areas of human services personnel, budget and finance, contract administration, program development, auditing, etc. The DEO is responsible for providing advice to county administrators; participating in the preparation and implementation of the annual budget; providing economic forecasts and developing long and short-term financing plans; coordinating services and financing with cities, state, and federal agencies; assisting departments formulate policies, programs, workload statistics, goals and objectives for improvement in efficiency and community/public relations; coordinating interdepartmental programs and managing special projects for the AEO-HS; representing the AEO-HS at meetings, conferences, legislative hearings and other intergovernmental activities as directed; and reviewing new and existing legislation to determine impact on County departments and operations and making appropriate policy recommendations.

Deputy Executive Officer is in the Unclassified Service and serves at the pleasure of the appointing authority.

To Be Considered

Qualifications:

- A combination of education and experience commensurate with the responsibilities of this position is required.
- Experience should include five years administrative or management experience in a complex organization with responsibility for budget development and management, financial analysis, capital improvement projects, and intergovernmental liaison.
- The ideal candidate for the current vacancy will have a Bachelor's Degree in Sociology, Psychology, Human Services, Political Science, Economics or related field of study and have worked for several years in a public sector agency providing human/social services administration including in-depth knowledge of social service programs, and oversight and responsibility for budgeting and fiscal administration. In addition, this candidate will be a results oriented leader and strategic planner with a record of demonstrated achievement and integrity.

Salary and Benefits

Competitive Salary and Benefits Package

Base Salary
\$161,595

Total Compensation

Up to \$261,885 Annually



Retirement Plans

- Generous County pension—vested after 5 years (www.sbcera.org)
- County contributes up to 2.75% of base salary to the **Retirement Medical Trust**
- Eligible to participate in **457 (b)** Deferred Compensation Plan with County contribution of one (1) times employee contribution up to 1% of base salary
- Eligible to participate in **401 (k)** Deferred Compensation Plan with County contribution of two (2) times employee contribution up to 8% of base salary

Health Benefits

- Medical and dental premium subsidies to offset the cost of insurance premium up to \$12,795 annually
- Employer paid vision coverage for employee and eligible dependents
- Eligible to participate in Flexible Spending Account with match up to \$1,040 annually

Paid Time Off

- Vacation leave up to 4 weeks annually with cash-out option
- Administrative leave 80 hours annually
- Sick leave 12 days annually with unlimited accrual
- 14 paid holidays annually

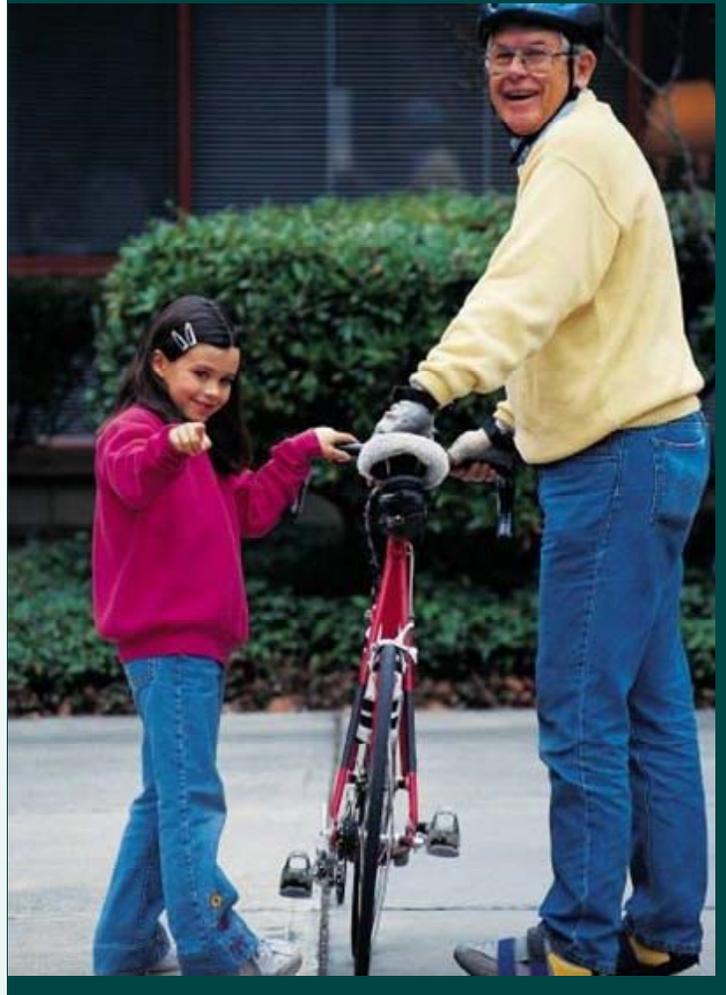
Miscellaneous Benefits

- Automobile allowance—**\$14,600** annually
- Portable communication device allowance—**\$2,400** annually
- **\$1,000** tuition reimbursement annually
- Health club membership reimbursement up to **\$324** annually
- Employer Paid Term Life Insurance—**\$50,000**
- Variable group universal life with County contribution of 50% of one (1) time annual base salary OR 100% of 1/2 annual salary.
- Voluntary life and AD & D Insurance available
- Short Term Disability 55% up to **\$1,610**
- Long Term disability 60 % up to **\$10,000** monthly

Located in the heart of Southern California, the County of San Bernardino is the largest County in the contiguous United States. Its vast borders stretch from the greater Los Angeles area to Nevada and the Colorado River, encompassing a total area of more than 20,000 square miles. With more than two million residents and 24 incorporated cities and towns, San Bernardino County has the fifth largest population in California and is the twelfth most populous county in the nation.

Located south of the San Bernardino mountain range, the County is known for its picturesque beauty and strategic location within an hour's drive to the desert, forest, mountains, lakes, or beaches.

Numerous colleges and universities support a strong, diverse local workforce and an unparalleled network of highways, runways, and railways make San Bernardino a pivotal location for regional, national, and international goods movement.



THE APPLICATION AND SELECTION PROCESS

Interested candidates are invited to apply for Deputy Executive Officer online at www.sbcounty.gov/hr

Applications will be accepted until a sufficient number of qualified candidates have applied. Interested candidates are encouraged to apply as soon as possible as the recruitment may close at any time. The most highly qualified candidates will be referred to the appointing authority for an interview.

www.sbcounty.gov/hr
ExecRecruit@hr.sbcounty.gov

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