

# San Joaquin County Employment Opportunity

## **Director of Mary Graham Children's Shelter**

### Human Services Agency

#### **About the Position**

This position is responsible for the management of the daily operations of the Mary Graham Children's Shelter, the County's 24-hour temporary shelter care facility for the emergency care of abused and neglected children. This includes the administration of shelter staff who provide direct care and supervision of children brought to the shelter.

#### **Ideal Candidate**

The ideal candidate will demonstrate:

- ◆ Knowledge of Continuum of Care Reform (AB403) for child welfare services and the effect it has on county operated children's shelters.
- ◆ Knowledge of applicable programs, laws, statutes, ordinances, policies, and regulations governing social and human service programs for children; sociological and psychological principals involved in providing assistance and services to children; principles and practices of organizational design, business management; inter-governmental agency relationships, personnel administration and effective public relations; and standards of supervision, training and constructive discipline.
- ◆ The ability to effectively represent the Shelter before the Board of Supervisors, and other local, regional, state and federal agencies, as well as in public meetings with the local community; direct, supervise and evaluate the work of subordinate employees; plan and develop current and long term programs; establish and maintain effective working relationships with the public, governmental agencies and County departments; repaper and present effective oral and written reports.
- ◆ Experience with budgeting, organizational planning, managing supervisors, and working with county, state, and federal agencies to provide human services for families and/or children.



#### **About the Department**

The Mary Graham Children's Shelter is a division of the San Joaquin County Human Services Agency and is the County's 24-hour temporary shelter care facility for the emergency care of abused and neglected children. The Shelter provides comfort and care for children and youth, ranging in age from newborn to 18 years of age, who have been severely abused, abandoned and neglected. The Shelter provides a variety of support services to the children and youth in their care through several collaborative partners throughout the County to ensure each child has their individual needs addressed. These support services can include medical and dental services, educational support, behavioral support, and transitional support for children under 18 years of age.

Recruitment Announcement  
0423-ES2150-EX

Equal Opportunity Employer

Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, California 95202

**SAN JOAQUIN**  
— COUNTY —  
*Greatness grows here.*

# Make San Joaquin County your new home!

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

## Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



## Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys University and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



## Agriculture

The County is one of the most agriculturally rich regions in California. Almonds are the leading commodity with over 104,000 bearing acres. Milk, grapes, walnuts, and cherries round out the top crops, with an abundance of other produce. Grapes make up 91,000 bearing acres, much of which are wine grapes. There are over 85 wineries within the Lodi Appellation which offer opportunities for tasting and special events.

Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

## Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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Phone: (209) 468-3370

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# Director of Mary Graham Children's Shelter

## Typical Duties

This position will be responsible for planning, assigning, and directing the programs of the Mary Graham Children's Shelter to meet the needs for health, welfare and safety of all the resident children, which includes evaluation and effectiveness of basic physical care, educational, recreational, and related programs. Other primary duties will include:

- ◆ Communicates and collaborates with other service providers to share program philosophy; nurtures working relationships with the Children's Shelter community groups and volunteer organizations that provide invaluable services to support the goals of the shelter.
- ◆ Recruits, hires, plans, assigns, supervises and evaluates the work of subordinate staff.
- ◆ Participates in the formulation of Agency policies for the shelter, implements operating procedures, develops and maintains the shelter's budget.
- ◆ Reviews incident reports, investigates and ensures that appropriate action is taken.
- ◆ Coordinates programs with local, state, federal and county departments; reviews evaluates and makes recommendations on legislation affecting shelter activities; assess shelter operations and ensures compliance with county, state and federal standards.
- ◆ Plans for and makes recommendations on facility and service needs; responds to citizen complains and inquiries.

## Desirable Qualifications

*All interested candidates are encouraged to apply.*

**Education:** Graduation from an accredited four-year college or university with specialization in the social or behavioral sciences, business or public administration or a closely related field.

**Experience:** Five years of experience in a public or private social service or mental health agency, providing human services for families and/or children; including two years at an administrative or management level

**Substitution:** A Masters Degree in Social Work, Psychology, Sociology, Criminal Justice, Child Development, Public Administration, Business Administration or a related field may be substituted for one year of the required general experience.

## Required Qualifications

**License:** Possession of a valid California driver's license.

**Special Requirement:** Must pass fingerprinting as required by state law.

**Note:** Employees at the Mary Graham Children's Shelter are subject to the authority, rules, regulations, standards, and approval of the Community Care Licensing Authority (CCL) of the California Department of Social Services. In addition to the above minimum qualifications, as a condition of employment, approval of the CCL is required for both initial appointment and for continued employment at Mary Graham Children's Shelter.



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# Director of Mary Graham Children's Shelter

## Compensation and Benefits

Approximate Annual Base Salary:

**\$112,979—\$137,326**

In addition to the base salary, the County offers a comprehensive compensation package which includes a Cafeteria Plan (annual amount of \$24,023) which is considered the employer's health benefit contribution and may be used to purchase medical, dental, and vision coverage. Depending on the health plan selected, premiums not paid by the Cafeteria Plan allowance will be the employee's responsibility through a pre-tax deduction. Unused monies are paid as additional salary.

- Cafeteria Plan
- Vacation cash-out up to 8 days annually
- 1937 Retirement Act plan with reciprocity with CALPERS
- 125 Flex Spending Benefits Plan
- 457 Deferred Compensation Plan
- A 2% employer contribution to the County's 457 Deferred Compensation Plan
- 12 days sick leave annually with unlimited accumulation.
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- 14 paid holidays per year
- 80 hours of Administrative Leave annually

Potential Annual		
Cashable Compensation	Step 1	Step 5
Annual Salary* (see above note)	\$112,979	\$137,326
Cafeteria Plan	\$24,023	\$24,023
2% Deferred Comp annual	\$2,260	\$2,747
Vacation Cash-out 8 days annually	\$3,476	\$4,225
<b>Total</b>	<b>\$142,738</b>	<b>\$168,321</b>

## Recruitment Incentives\*

- Reimbursement of qualifying moving expenses up to \$5,000.
- Vacation accrual rate consistent with candidate's total years of public service.
- Sick leave credit up to 160 hours of unreimbursed sick leave from the prior public sector employer.

*\*Recruitment Incentives may be available.*

*Incentives must first be approved by the San Joaquin County Administrator.*

## Application Submittal

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire by the final filing date.

Final Filing Date: **Friday, May 5, 2023**

Resumes will not be accepted in lieu of a complete application package.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.



## Selection Process

If warranted by the number of candidates, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in the next phase of the selection process, which will include an interview with the Director of the Human Services Agency.

Offers of employment will be conditional upon successfully passing a pre-employment DOJ Live Scan, a pre-employment background screening, and a pre-employment drug screening.

This position is exempt from the San Joaquin County Civil Service system. Appointments to exam positions are at-will and are not governed by the Civil Service Rules.