

The Department of Children & Family Services

Invites Resumes for

ADMINISTRATIVE DEPUTY III



Filing Period: February 8, 2013 – Until the Position is Filled

Established in 1984, the **Los Angeles County Department of Children and Family Services (DCFS)** is the public agency charged with ensuring that children grow up safe, physically and emotionally healthy, educated, and in permanent homes. DCFS works to ensure that all children have a connection to family, friends, schools and neighborhoods and provides services to children and their families when they are at-risk due to actual or potential child abuse, abandonment, neglect, or exploitation.

The average daily caseload of about 45,500 active cases is served by the DCFS through 18 offices located throughout Los Angeles County including metropolitan Los Angeles, the Antelope Valley, San Gabriel Valley, San Fernando Valley, and the South Bay area. The department maintains a culturally diverse workforce and serves a culturally diverse county and communities. The DCFS has an annual budget of more than \$1.8 billion and funding for approximately 7,385 positions.

The Position

The ideal candidate will be an individual with extensive administrative, financial and management experience, preferably within the field of social services. The Administrative Deputy III reports to the Senior Deputy Director, and has responsibility for directing and managing administrative support services which may include budget, management, finance operations, contracts, and human resources functions for the Department.

Examples of Duties

The Administrative Deputy III duties include, but are not limited to the following:

- Directs, through subordinate managers, the central administrative operations and services of the department with a variety of administrative functional areas including finance, contracts, procurement, human resources, and other administrative functions.
- Directs the planning, development, and administration of the department with extensive and highly complex fiscal operations including the collection of revenue and control of expenditures; directs the preparation and analysis of the department's budget, and participates in budget negotiations and presentations.
- Directs the planning, administration, and evaluation of the human resources program for the department with very extensive personnel operations and activities.
- Directs the centralized contracting operations and activities of the department, including the development, administration, and management of a large number of contracts for a variety of technically complex or difficult contract services areas, and extensive monitoring requirements.
- Directs the procurement, warehousing, inventory control, and supply distribution operations of the department; evaluates and recommends to executive management policies, procedures, instructions, and guidelines for the effective operation of the departmental materials management and procurement systems.
- Formulates, implements, and enforces administrative policies for the department, subject to review by the department head; participates in the development and implementation of departmental goals and objectives.
- Designs and implements strategic direction for administrative operations to effectively meet current and future administrative needs for the entire organization.



Selection Requirements

Option 1

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Management, or a closely related field –and– four years of highly responsible experience managing one or more major administrative support functions such as finance and budget, or human resources at the level of the Los Angeles County class of Administrative Services Manager III* or higher.

Option 2

Six years of progressively responsible administrative experience in the analysis and resolution of problems in areas such as financial management, organization, programs, personnel, budget, or systems and procedures; four years of which must have been managing a major administrative support function such as finance and budget, or human resources at the level of the Los Angeles County class of Administrative Services Manager III* or higher.

*In the County of Los Angeles, the Administrative Services Manager III classification directs a section composed of multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations.

Desirable Qualifications

- Knowledge and experience in preparing budgets and monitoring expenditures in a large organization with State and federal funding streams.
- Leadership and management experience providing strategic direction to meet current and future operational needs.
- Strong management experience in building and motivating professional, accountable, and highly trained staff.
- Demonstrated ability to work effectively with public officials, other departments, agencies, community groups, private social services organizations, or labor unions.
- Excellent oral and written communications skills.

Annual Salary

\$126,115 - \$190,886 – MAPP Range S15. The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

Application Information

All applicants are required to submit a standard Los Angeles County Employment Application, Supplemental Questionnaire, and resume on-line only to be considered for participation in the interview process. The resume should include those elements defined in the job announcement.

To view the complete detail of this announcement, visit our website at <http://hr.lacounty.gov>.

Inquiries are welcomed, and may be directed to:

PENNY TORRES

Department of Human Resources
Kenneth Hahn Hall of Administration
500 West Temple Street – Room 555
Los Angeles, CA 90012

Telephone: (213) 893-9770

ptorres@hr.lacounty.gov

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