

COUNTY OF SOLANO

ASSISTANT DIRECTOR, CHILD SUPPORT SERVICES

Est. 12/01

DEFINITION

Under administrative direction, plans, organizes, manages, and assists in the direction of the Department of Child Support Services; assists the Child Support Services Director in formulating and implementing the department's policies and procedures; acts for the Department Director in the Director's absence; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is an at-will single position class. The incumbent is exempt from Civil Service and serves at the pleasure of the department head. The Child Support Services Assistant Director is responsible for overseeing the internal operations of the department directly and through subordinate managers. The incumbent also works closely with the California Department of Child Support Services to ensure the department's operations are consistent with state and federal regulations.

EXAMPLES OF DUTIES

1. Directs and reviews the department's branch management in the planning and coordination of the Countywide child support program, including: establishment of paternity and court orders for child support, performance of enforcement activities, collection and distribution of child support to custodial parents. And investigation and referral of cases for criminal prosecution for willful non-payment of support.
2. Directly or through subordinate managers, directs and reviews the department's: accounting systems used in the collection and distribution of child support payments, budgeting and personnel functions, activities integrating two or more departmental functions; and designates responsibility in areas of functional overlap.
3. Analyzes and interprets existing and proposed legislation and State Department of Child Support Services policies, procedures, and other directives to determine their impact on departmental operations; oversees the department's implementation of new statutes and regulations; and ensures program conformance to federal and state child support laws, regulations, and court decisions.

4. Develops performance measures and formulates long-range strategic plans in order to increase the efficiency and cost-effectiveness of providing child support services; oversees the development, revision, and implementation of operational policies and procedures; and provides policy direction, technical assistance, managerial expertise, advice, and counsel to department's management team to enable them to make operational decisions, achieve Board goals and priorities, and attain state and local performance standards.
5. Acts in the director's absence; addresses the Board of Supervisors, making presentations and answering questions about child support functions and presenting and defending proposed budgets; serves on local and statewide committees to coordinate program administrative and training efforts; and acts as a departmental liaison to the public, media, and other County departments.
6. Selects management and support staff; evaluates staff performance and reviews performance evaluations prepared by subordinate staff; and takes and recommends disciplinary actions.

QUALIFICATION GUIDELINES

Education and/or Experience

Possession of a bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, Sociology, Political Science, or a related field

And

Three years of management experience that included responsibility for budget preparation, supervision, program management, and long-range-planning; or,

Knowledge/Abilities

Knowledge of budget administration; current management theory and practice; organizational development; principles and practices of effective supervision and performance management; negotiating techniques; team-building techniques; competitive bidding; contract administration; standard computer applications used in business and government; and standard English usage and grammar.

Ability to learn state and federal child support laws, regulations, programs and requirements; analyze information, identify problems, project consequences, and make recommendations or develop solutions; balance competing priorities; exercise independent judgment; plan, organize, delegate, and prioritize work; develop interpret, and apply policy; establish, modify, and adjust broad goals and priorities; provide clear and effective direction to staff; interpret and apply applicable laws, rules, and policies;

communicate effectively orally and in writing; persuade and influence others; represent department and County with tact and diplomacy' and establish and maintain effective working relationships with County departments, agencies, private contractors, businesses, and the general public.

SPECIAL REQUIREMENTS

1. Possession of valid California Class C Driver's License is required at time of appointment.
2. Must be able to pass an extensive background check.

SUPPLEMENTAL INFORMATION

Independent travel will be required.

Department Head

Date

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