



THE COUNTY OF INYO

INVITES APPLICATIONS FOR

**DIRECTOR OF CHILD SUPPORT
SERVICES/CHILD SUPPORT
ATTORNEY**



***FINAL APPLICATION FILING DATE:
December 4, 2020***



THE POSITION:

This is an at-will department head position appointed and evaluated by the Inyo County Board of Supervisors. This class has department level responsibility for the direction and administration of the County and, possibly, the Eastern Sierra Region Child Support Services Department. The incumbent is responsible for formulating policy, developing goals and objectives, administering the departments' budgets, contracts and agreements and supervising professional and other support staff. Assignments allow for a high degree of administrative discretion in their execution.

Under general policy direction, plans, organizes and directs the activities and programs of the Child Support Services Department, including establishing, processing and enforcing child support obligations; provides expert professional assistance to County management staff in areas of responsibility; serve as the Regional Administrator for Inyo and Mono Counties, on an ongoing basis, including managing staff in multiple locations; and performs other related work as required.

ESSENTIAL JOB DUTIES:

Develops and directs the implementation of goals, objectives, work standards and departmental policies and procedures; oversees the preparation and administration of the departments' budgets. Plans, organizes, coordinates and directs all child support programs of the counties and the Region. Works closely with the Board of Supervisors, Chief Administrative Officer, related county departments and key officials

of local, regional, state and federal agencies in developing and implementing programs related to child support. Confers with the California Department of Child Support Services regarding annual budget, child support computer applications, policies and legislation. Identifies, analyzes and implements state and federal laws, regulations and guidelines for the establishment, enforcement and collection of child support; reviews legislation and ensures proper implementation. Directs the development of management systems, procedures and standards for program evaluation; monitors developments relating to child support, evaluates their impact on operations and implements change. Reviews and evaluates the effectiveness of programs and services and determines priorities. Directs the selection, supervision and work evaluation of departmental staff; provides for their professional training and development. Represents the County and the Region with Merit Systems; analyzes and implements Local Agency Personnel Standards.

Confers with staff on specific cases and on major programs; interprets policies and ensures their consistent application.

Represents the Child Support Services Departments at public meetings; makes or directs presentations and implements programs to provide community education and involvement.

Prepares or directs the preparation of a variety of periodic and special reports related to departmental action; directs the

preparation and submission of mandated financial, statistical and operational reports.

Minimum Qualifications:

Graduate from a 4-year college in the areas of business administration, public administration or closely related field, or any combination of experience that would demonstrate a minimum of 4 years of administrative or supervisory experience – with at least one year of experience in a social services or child support field.

Knowledge of: Administrative principles and practices, including goal setting, program development and implementation, performance measures and management. and rules and regulations pertaining to child support programs.

Principles and practices relating to administration and local government budget preparation. Principles and practices of policy development and implementation. Office automation management. Principles and practices of employee supervision, training and evaluation. Written and oral communication, including required computer applications.

Skills: Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.

Planning, organizing and implementing multi-faceted programs and activities.

Identifying and recommending alternative or enhanced programs.

Understanding, interpreting and applying rules, regulations and ordinances, and federal and state laws.

Effectively communicating orally and in writing before advisory and policy bodies and courts and administrative agencies

Effectively supervising the work of professional, technical and clerical employees.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff and training staff in work procedures and providing for their professional development.

Establishing and maintaining effective working relationships with employees, the public and other agencies at all levels of government.

Typical Working Conditions: Most assigned work is normally performed in an office. Continuous contact with County staff, management, outside legal counsel, the general public, and outside organizations/agencies. This is a Countywide position, and the Child Support Director is expected to report to and perform work at all office and/or court locations as needed to complete assigned duties.

Typical Physical Requirements: On a continuous basis, sit at a desk or in meetings for long periods of time; intermittently walk, stand, and bend while going to and from other offices and taking files to and from meetings, twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with clients and to understand actions in public meetings, hearing, or administrative proceedings; lift weight, and have the ability to travel to conduct business and attend meetings as needed.

SELECTION PROCEDURE:

Selection procedures will be determined by the number and qualifications of the applicants. All items listed under Employment Standards may be used as criteria for the screening of applicants. Those meeting the greatest number of criteria will be considered the most highly qualified and may be called for an oral interview.



APPLICATION:

Applications must be received no later than 5:00 p.m., December 4, 2020 (postmarks not accepted). Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not

serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like “See/Refer to Resume” or “See Attached”.** Incomplete applications will not be processed.

Special Requirements: Must successfully complete an extensive pre-employment background investigation and physical examination.

Salary & Benefits

Salary:

\$106,308 – 129,218/year

(Above salary is paid over 26 pay periods annually.

Dependent upon Qualifications.

CalPERS Retirement System:

Classic Employees (certain current or recently employed CalPERS members and members of other retirement systems with CalPERS reciprocity, who enrolled in such systems prior to January 1, 2013) 2% at 55 - Inyo County pays employee contribution rate toward retirement

PEPRA Employees (new CalPERS members hired after January 1, 2013) 2% at 62. Employees will be required to pay employee contribution toward retirement

Three medical plans available Inyo County pays a portion of employee and dependent monthly premium paid on one plan.

100% of employee and dependent monthly premium paid for dental and vision.

\$20,000 term life insurance policy on employee.

Vacation—10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year.

Sick leave—15 days per year;

Flex (personal days) - 5 days per fiscal year.

Paid holidays—11 per year.

About Inyo County

Inyo County lies along the eastern slopes of the Sierra Nevada Mountains and extends eastward to the Nevada border. The County encompasses the highest point in the continental U.S. (Mt. Whitney) and the lowest point in the U.S. (Bad Water). It is the second largest county in California, with a size of 6,490,200 acres. Included in this

large area is a population base of approximately 17,945.

The City of Bishop is the only incorporated city in the County and the Bishop area has a population of approximately 12,000. There are several smaller unincorporated towns throughout Inyo County. Inyo County has been called the “outdoor playground of the Eastern Sierra”.

Recreational Opportunities

- Skiing at Mammoth/June Mountain
- Backpacking/Campting Sierra Nevada and Great Basin
- Fishing and Hunting—Wild Trout Fishing, Deer, Fowl, etc.
- Horseback Riding – Clubs and Wilderness Trails
- Running, Biking, and Swimming
- Mountaineering
- Boating and Water Skiing

Educational/Cultural Opportunities

- Cerro Coso Community College
- Geology of the Great Basin – Classes and Field Trips
- White Mountain Research Station, University of California
- Owens Valley Radio Observatory, Cal Tech
- Native American Cultural History
- Inyo Council for the Arts
- Music Clubs, Cowboy Poetry Reading
- Eastern CA Museum, Independence
- Laws Railroad Museum

Local Events

- Mule Days
- Tri-County Fair
- Labor Day Rodeo & Homecoming
- 49er Encampment in Death Valley
- 4th of July in Independence
- Millpond Music Festival
- Lone Pine Film Festival

Weather—Water—Air

- Four Seasons Enjoyment
- Excellent Air Quality
- Streams, Lakes, & Hot Springs