



INVITES APPLICATIONS FOR A... *Public Authority Supervisor*



WEB: www.buttecounty.net/personnel
Recruitment # 109540107PA

HEARING IMPAIRED-TDD 538-6833

MONTHLY EQUIVALENT SALARY –\$3,982 - \$5,337

FILING PERIOD: Applications will be accepted from August 3rd to August 16th, 2010. Applications must be received by 5:00 p.m. on August 16, 2010. Postmarks will not be accepted. Applications available on the Butte County web site or at the Human Resources Office at 3-A County Center Drive.

Definition

Under general direction of the Public Authority Governing Board, and reporting to the Director of the Department of Employment and Social Services or his/her designee, the Public Authority Supervisor provides program supervision for the Public Authority in cooperation with the Public Authority Advisory Committee; is responsible for the day to day operations of the Public Authority, including training and supervising Public Authority staff; is responsible for the implementation of activities to achieve compliance with all relevant County, State and Federal laws, regulations and agreements.

Distinguishing Characteristics

The Public Authority Supervisor has overall responsibility for the program operations of the Public Authority, providing supervision and direction to Public Authority staff. The incumbent's responsibilities will require regular travel to different locations within the County and occasional travel outside of the County. Reports to an Assistant Director

Representative Duties

Duties may include, but are not necessarily limited to:

- Supervises Public Authority staff, and ensures the orientation, training, and development of personnel through regular reviews and evaluations of performance.
- Participates, with the Public Authority Advisory Committee, in the development and implementation of operating procedures for the delivery of services.
- Supervises the day-to-day operations of the provider registry, provider/consumer training activities and support services, office management and personnel transactions.
- Establishes priorities and develops strategies to achieve program operational objectives.
- Creates operating manuals, workflow charts, narrative and statistical reports.
- Prepares and/or maintains statistical and fiscal information.

- Provides information for budget preparation and fiscal operations.
- Serves as staff to Public Authority Advisory Committee.
- Assists with compliance activities for Federal and State legislated areas of responsibility.
- Conducts analytical studies of operational issues related to the Public Authority.
- Assists with public communication on behalf of the Public Authority, explaining Public Authority policies, and procedures.
- Provides information and support regarding IHSS provider employee activities including labor regulations and the interpretation of the Memorandum of Understanding.
- Assists with the preparation and monitoring of the County/Public Authority Interagency Agreement.
- Assists with preparation of Public Authority rate application and documentation materials.
- Analyzes and reports on proposed state and federal regulation regarding impact on IHSS and Public Authority operations.

Minimum Qualifications

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Possession of a baccalaureate degree from an accredited college or university, with a major in business administration, public administration, human resources management, social services or closely related field, **AND**

Experience: Two years of full-time experience in a supervisory position in a public or private social service agency.

Substitution for Experience: Possession of a master's degree in business administration, public administration, human resources management, social services or closely related field may be substituted for one year of the required experience.

License: May be required to possess and maintain a valid Class C California Drivers license or able to arrange for personal transportation from one location to another during and as part of carrying out duties and responsibilities of this position.

Knowledge, Skills and Abilities

Knowledge of:

- The In-Home Supportive (IHSS) Services system in California and Public Authority and IHSS laws, regulations and funding.
- The principles, practices and techniques of supervision and training.
- Elderly/disability issues.
- Data management and computer technology.

Ability to:

- Plan, organize, direct and coordinate the work of a professional staff.
- Analyze and evaluate complex program operational problems and recommend effective courses of action
- Contribute program information and analysis for short and long term budget plans
- Analyze new or proposed Federal and State legislation and evaluate and report on the impact on program operations.
- Represent the Public Authority for In-Home Support Services with other boards, committees, government and community agencies, departments and officials.
- Collect, interpret and evaluate narrative and statistical data pertaining to program operations.
- Communicate clearly and concisely, both orally and in writing.

Skills:

- Skill in supervising staff, prioritizing multiple tasks, and delegating tasks and authority.
- Skill in understanding, interpreting and applying relevant statutes, ordinances, codes and regulations.
- Skill in analyzing problems, identifying solutions, recommending and implementing methods, procedures and techniques for resolution of issues.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in assessing, reviewing, updating and maintaining files, reports and documentation.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees and representatives from other city, county, state and Federal agencies.
- Skill in operating a personal computer utilizing a variety of business software.

THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. NOT ALL DUTIES ARE NECESSARILY PERFORMED BY EACH INCUMBENT. ADDITIONALLY, INCUMBENTS MAY BE REQUIRED TO FOLLOW INSTRUCTIONS AND TO PERFORM OTHER JOB RELATED DUTIES AS MAY BE REQUIRED.

PUBLIC AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, BUTTE COUNTY WILL PROVIDE REASONABLE ACCOMMODATION TO QUALIFIED INDIVIDUALS. BUTTE COUNTY ENCOURAGES BOTH INCUMBENTS AND INDIVIDUALS WHO HAVE BEEN OFFERED EMPLOYMENT TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.

AFFIRMATIVE ACTION POLICY: The Civil Rights Act of 1964 as amended and the Butte County Affirmative Action Policy as adopted by the Board of Supervisors insures that no person shall be discriminated against in the application, examination or selection process because of race, sex, color, religious creed, national origin, ancestry, disability, medical condition, age (40 to 70 years) or marital status. Qualified persons with disabilities may request Reasonable Accommodations. Persons who believe they have been discriminated against by the County in the application, examination or selection process should contact the County Civil Rights Compliance Officer, 530/538-7651, or file a complaint with the Department of Fair Employment and Housing.

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte County Human Resources Department.