



THE COUNTY OF PLUMAS IS  
RECRUITING FOR A  
**SOCIAL SERVICES DIRECTOR/  
PUBLIC GUARDIAN/  
PUBLIC CONSERVATOR**

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Quincy, CA



## ABOUT PLUMAS COUNTY

Plumas County is in the northern section of the Sierra Nevada foothills in Northern California with a population of about 19,800 people, spanning 2,613 square miles. Plumas County is known for its amazing outdoor recreation activities, including downhill skiing/snowboarding, cross country skiing and snowshoeing, fishing/hunting, hiking, mountain biking and many other activities, making it an ideal destination for the outdoor enthusiast. Plumas is a General Law County, governed by a five-member Board of Supervisors.

## THE COMMUNITY

Plumas County is located near the northeast corner of California where the Sierra and the Cascade mountain ranges meet. The Feather River, with its several forks, flows through the county. Plumas County offers an abundance of recreational activities, art and entertainment and offers the lifestyle that is becoming the choice of many Americans, Our area offers a standard of living found in close-knit communities

enjoying a rural family and business lifestyle.

Nestled against the western slope of the Sierra Nevada Mountain range, Quincy, the Plumas County seat is tucked at the edge of the lush American Valley. Quincy, being the largest community in Plumas County, with a population of approximately 5,500, is located midway between Oroville, CA and Reno, NV on all-weather Scenic Byway - State Route 70, at the top of the Feather River Canyon.

Quincy is known for its attractive downtown buildings that have been made the focus of preservation and restoration. The four-story courthouse building on Main Street is the county's most dominant and impressive structure (not the oldest). Built in 1921, it features marble pillars and staircase and a beautiful 2,000 lb. bronze and plate glass chandelier (only part is still in use).

The front and rear courtyards have expansive grassy lawns with benches for sitting areas which make it a favorite location for local events such as the Main Street Christmas Sparkle and Tree lighting.

A Community College is located .5 miles from town - Feather River

College - which is a two-year college located in a mountain setting overlooking the splendid valley. Plumas County's 1,000 miles of streams and more than 100 lakes of the Feather River watershed make for diverse recreational options. The area offers a wide variety of outdoor activities including mountain biking, snowmobiling, cross-country skiing, fishing, camping, hiking, motorcycling and water sports. The Pacific Crest Trail stretches from Mexico to Canada - seventy-five miles of which extends across the Plumas National Forest and crosses two major canyons (the Middle Fork and North Fork of the Feather River). PCT crosses the Bucks Lake path as well for trail aficionados.

Enthusiasts enjoy these areas in the winter, spring, summer and fall. Recreation areas also include but are not limited to Round Valley Reservoir, Lake Davis, Gold Lake, Bucks Lake, Antelope Lake, Lakes Basin, Butt Lake and Frenchman's Lake.

These destinations offer a wide selection of eateries, lodging, points of historical interest, bird watching, gold panning, golf courses, and vast rejuvenation options in its diverse communities, which cover approximately 2,600 square miles in total.



## COUNTY GOVERNMENT

The Plumas County Board of Supervisors oversees management of county government and many special districts including Flood Control, the Community Development Commission, lighting districts, county service areas and sewer maintenance districts. The five supervisors are elected by constituencies of each district, serving all citizens of Plumas County during a four-year term. The Clerk of the Board of Supervisors provides support to the Board of Supervisors and information to the public.

Plumas County provides a full range of services and maintains a workforce of approximately 450 employees. For a list of County departments please visit: <https://www.plumascountry.us/8/Departments>.

## THE POSITION

This is a Department Head position with general responsibility for the administration of a major department of Social Services/Public Guardian/Public Conservator with functions to include public assistance, social services, and the guarding and protecting of assets and health of persons placed under County conservatorship and guardianship. This position is responsible for fiscal management, personnel management, program planning and evaluation and public and political relations related to assigned responsibilities. The Director represents the department activities, programs, and services with community organizations and other

government agencies. The Director will perform special assignments as directed and provide administrative support to the Board of Supervisors and County Administrative Officer. The Director is an at-will position working under the direction of the Board of Supervisors through the Chief Administrative Officer.

### Minimum Qualifications:

Qualifications needed for this position include the following:

- Master's degree from a graduate school of social work

### AND

- Five (5) years of professional level experience in public or private agency social service program in a supervisory, administrative, executive or consulting capacity.

### OR

- Five (5) years of high-level executive or administrative experience in which the person had demonstrated an ability to evaluate, administer and control varied types of programs requiring large expenditure of funds. A Master's degree in public administration, political science, anthropology, economics, psychology, or sociology may be substituted for the Master's degree in Social Work or an additional year of qualifying experience may be substituted for the graduate education requirement.



### Example of Duties

- Plans, organizes, directs, coordinates, and administers the programs, activities, and services of the County Department of Social Services and Public Conservator/Guardian functions.
- Has responsibility for enforcement of eligibility laws and regulations.
- Develops and recommends Department goals, objectives and policies.
- Prepares and administers the Department budgets recommended by the County Administrative Officer and approved by the Board of Supervisors.
- Controls fiscal expenditures and revenues.
- Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules and the Interagency Merit System.
- Counsels Department staff as warranted by problems and circumstances.

## Examples of Duties continue

- Oversees Department social service program planning and evaluation.
- Directs the gathering of statistical information and the preparation of a variety of Department reports.
- Represents the Department with community organizations and other government jurisdictions..
- Serves as the Department advocate.
- Deals with the most sensitive public complaints and issues
- Provides expertise on social services problems and issues for other County management staff and elected officials.
- Performs a broad range of administrative and management duties.
- Meets with other Department Heads to resolve problems, establish procedures with appropriate State agencies.
- Serves as a media liaison concerning social policy issues.
- Plans service delivery methods and procedures on long and short-term basis.
- Meets with State staff regarding reviews and preparation of corresponding correction plans.

## Desirable Qualifications

### Knowledge of:

- Human service problems and issues and their relationship to the development and delivery of human service programs and services.
- Federal, State and County laws and regulations applicable to the delivery of social services, eligibility for public assistance, and the programs and services of the County Social Service Department.
- Federal, State and County laws and regulations applicable to County Conservator/Guardian function.
- Court documents and legal procedures applicable to the functions of the County Conservator/Guardian Office.
- Local, State and National human and social services policies, functions, and systems.
- Principles, techniques, and practices of effective business and social service administration.
- Budget development and expenditure control.
- Public personnel management.
- Principles and techniques of effective employee management, supervision,

training, and development.

### Ability to:

- Plan, organize, direct, manage, and coordinate the functions and programs of the County Social Service Department and Public Conservator/ Guardian functions.
- Develop, negotiate, and monitor contracts.
- Provide direction, supervision, and training for Department staff.
- Perform Public Guardian/ Conservator functions.
- Develop a budget and control expenditures.
- Analyze, interpret, and explain a variety of social service rules, policies, regulations, and procedures.
- Review the work of Department staff and resolve problems.
- Prepare, clear, concise and accurate reports.
- Be responsible for the development, maintenance, and preparation of Department statistics, records, and reports.
- Communicate effectively, both orally and in writing.
- Coordinator Department services with community organizations and other government agencies.
- Interpret to the applicant, recipient, or others public social service program.
- Establish and maintain cooperative working relationships.



- Effectively represent the Social Services Department in contacts with the public, community organizations, and other government agencies.

## SPECIAL REQUIREMENTS

Possession of a valid California Driver's License issued by the California Department of Motor Vehicles. The valid California Driver's License must be maintained throughout County employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training assigned, and to return to work as ordered in the event of an emergency.

## APPLICATION PROCESS

To be considered for this this outstanding opportunity, please submit a completed Plumas County application form, cover letter and comprehensive resume, along with five (5) professional references to MRG at [apply@solutions-mrg.com](mailto:apply@solutions-mrg.com). The application form can be downloaded at the Plumas County website. References will not be contacted until we ask for authorization.

## ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

Applicants who require an accommodation during the application process due to a disability recognized under the Americans with Disabilities Act (ADA)/CA Fair Employment and Housing Act (FEHA) should notify Teri Silva at [teri.silvamanagementgroup@gmail.com](mailto:teri.silvamanagementgroup@gmail.com) or (831) 419 - 4684.

## EQUAL EMPLOYMENT OPPORTUNITY

Plumas County is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, color, religion, national origin, sexual orientation, gender identity, pregnancy, genetic information, marital status, age, disability or veteran's status.

## COMPENSATION & BENEFITS

Current Annual Salary: \$104,000- \$126,422

The County offers a benefits package that includes:

- Health Insurance (medical, dental, vision, life): The County pays a portion of health care costs.
- CalPERS Retirement: Classic member, 2% at 55; PEPRRA member, 2% at 62.
- Longevity: Step increase of 5% at 7, 10, 14, 18 and 21 years of service.
- Vacation Leave: 10 days 1st and 2nd year, 15 days 3rd through 7th year, 21 days 8th year and thereafter.
- Sick Leave: 1 1/4 days per month (no limit of accrual).
- Cash out or health premium conversion options available upon meeting specific requirements.
- Bereavement Leave: 5 days per incident for defined family members.
- Holidays: 14 paid holidays per year.
- Administrative Leave: 40 hours.

### APPLICATION DEADLINE:

Priority deadline:  
**August 9, 2024**  
 or until filled

### CONTACT:

[teri.silvamanagementgroup@gmail.com](mailto:teri.silvamanagementgroup@gmail.com)

Phone: (831) 419 - 4684

### WEBSITE:

[www.plumascounty.us](http://www.plumascounty.us)