



ASSISTANT DIRECTOR OF HEALTH SERVICES AGENCY (CHIEF OPERATIONS OFFICER)

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Supplemental Questionnaire Required

Salary: \$184,101– 246,750 Annually

Closing Date: Friday, July 31, 2026

**** 4% increase effective December 2026**

www.santacruzcountyjobs.com

THE POSITION:

The Assistant Health Services Agency Director will assist in leading the largest county department with an annual budget of approximately \$321M and a workforce of nearly 638 employees. The assistant director will assist the director with day-to-day operations across divisions, coordinating with executive managers on priorities; assist in developing and implementing organizational goals, policies and programs to support the agency's long-term objectives; manages cross-divisional projects and collaborates with the managers; ensures procedural fairness and high-quality services for the public. As the second in command at HSA, this position promotes an environment that shapes and enhances positive health outcomes for individuals, families, communities, and positive work environment. Works to provide access to the public with appropriate and effective expenditure of public resources to serve those with the greatest needs. Provides leadership to reduce mental health, clinical health, and environmental health disparities among vulnerable and underserved communities to achieve health equity throughout Santa Cruz County. Serves a critical role in enhancing public health emergency preparedness and response, including serving as command staff for the HSA Department Operations Center. This position is a non-civil service, at will.

THE COMMUNITY:

Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to **live**, **work**, and **play**!

THE APPLICATION PROCESS:

Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Suite 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

THE IDEAL CANDIDATE:

The new Assistant Director for the HSA will have an excellent opportunity to positively impact both the organization and community in this multifaceted role. The Assistant director reports to the Agency director and will oversee operations across all divisions. In addition, they will have demonstrated:

- An established track record in advancing health equity.
- Experience or an understanding of the administration of local health jurisdiction, behavioral health, public health, environmental health and clinic programs and services, including emergency preparedness and response activities.
- Demonstrated familiarity with principles of continuous quality improvement.
- Proven ability to recruit, manage and retain top-level managers who function effectively as a team.
- Experience with a broad range of publicly funded health and human service programs.
- Knowledge and executive level experience in the broad areas of:
 - Strategic planning
 - Integrated health and human service delivery systems
 - Intergovernmental and community relations
 - Project management experience
 - Change management experience (LEAN desirable)
 - Leveraging and managing multiple public and private funding sources to achieve long range strategic goals.

SUMMARY OF QUALIFICATIONS:

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

A bachelor’s degree from an accredited college or university with a major in public health, nursing, public administration, health care administration, public health administration or a closely related field (e.g., business administration, hospital administration, etc.) AND four years of extensive budgetary, administrative and management experience that demonstrates application or possession of the knowledge and abilities.

To view full job specifications:

<https://www2.santacruzcountyca.gov/personnel/Specs/SP8spec.html>

SPECIAL REQUIREMENTS:

Possess and maintain valid California Class C Driver License or provide suitable transportation which is approved by the appointing authority.



Vision

Santa Cruz County is a healthy, safe and thriving community for all.



Mission

To promote and ensure a healthy community and environment by providing education, outreach and comprehensive health services in an inclusive and accessible manner.

Values



INTEGRITY



QUALITY



COMPASSION
& RESPECT



EQUITY &
JUSTICE



COLLECTIVE
IMPACT



CAPACITY
BUILDING



POSITIVITY

RECRUITMENT TIMELINE:

Applications will be screened the week of August 3, 2026. The Advisory Panel interviews will be scheduled virtually for Wednesday, September 2, 2026. **Top candidates will be invited to second round of in-person interviews on Tuesday, September 8, 2026**



SUPPLEMENTAL QUESTIONNAIRE:

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your leadership philosophy and how it has influenced your management of staff, organizational change, and strategic initiatives. Include how your approach to leadership supports the mission and vision of the Health Services Agency and the Santa Cruz County community.
2. Describe your experience managing multiple complex projects with competing priorities and deadlines in a fast-paced environment.
3. Describe your experience leading operational improvements in a complex health or government system and how you ensure alignment and integration across multiple divisions and community-focused priorities.



HIGHLIGHTED BENEFIT OFFERINGS:

Medical, Dental, and Vision

Various, robust plans are available with the County contributing generously towards the total cost of the plans.

Retirement and Social Security

Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE AND LONG-TERM DISABILITY PLAN

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

ADMINISTRATIVE LEAVE

In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.