

CAREER OPPORUNTII

ASSISTANT DIRECTOR OF HUMAN SERVICES

Annual Salary: \$184,100 – \$246,750

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

Closing date: Friday, June 26, 2026

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion. Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

www.santacruzcountyjobs.com

THE COUNTY:

Stunning Santa Cruz County has approximately 260,000 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**!



LIVE HERE
WORK HERE
PLAY HERE



THE DEPARTMENT:



The Human Services Department is dedicated to strengthening the diverse community of Santa Cruz County by protecting vulnerable populations, promoting self-sufficiency, alleviating poverty, and improving quality of life for county residents. With more than 500 employees, the department administers nearly \$200 million in social services funding and provides a wide range of programs, including safety net services, child and adult protective services, veteran support, housing assistance, and workforce development programs. Key divisions within the department include Adult & Long Term Care, Employment Benefits Services, Family & Children Services, Housing for Health, Planning and Evaluation, and Administrative Services. Committed to accessibility and equity, the department delivers services with respect, dignity, and fairness, offering support in Spanish and additional languages as needed.

Mission Statement

We strengthen our community by protecting the vulnerable, promoting self-sufficiency, alleviating poverty, and improving the quality of life.

Values

- Excellent Service
- Compassion
- Integrity
- Partnerships
- Effective Practice

Department Motto

Dedicated to making a difference

THE POSITION:

The County of Santa Cruz seeks an Assistant Director of Human Services who is a collaborative, executive leader with significant experience in the field of Human and Social Services. Reporting to the Director of Human Services, the Assistant Director assists in the administration and management of the social service and human services delivery systems through its department programs.

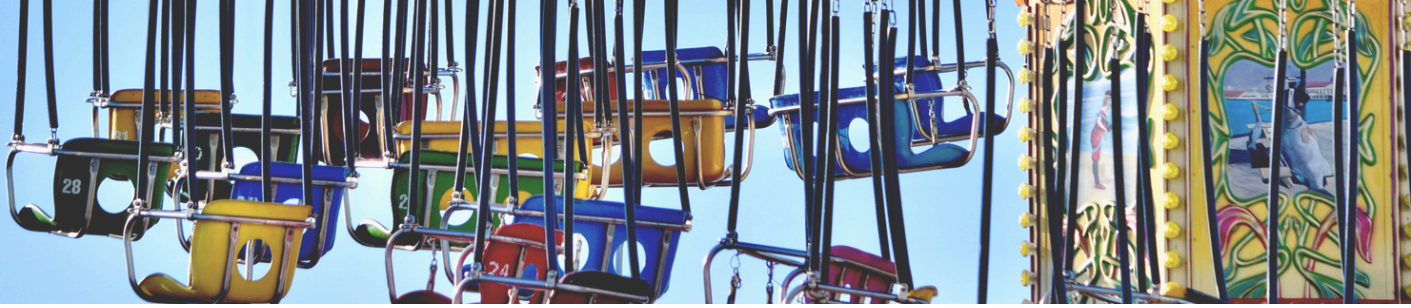
As Assistant Director, you will:

- Oversee all administrative functions of the Department, including Fiscal, Information Technology, Planning and Evaluation, and Employee Relations.
- Assist in planning, organizing, and directing an agency with diverse and complex activities to meet established goals and objectives.
- Establish and maintaining effective relationships with government officials and agencies, boards, commissions, civic leaders, Department staff & labor, as well as community organizations and the public.
- Interpret and explain agency or department policy and program practices to the public, staff, and public officials.
- Comprehend and interpret complex regulations, laws, and directives.
- Exercise initiative, ingenuity, and sound judgment in solving difficult & complex managerial problems.
- Prepare and present accurate, comprehensive, and concise oral and written reports.
- Direct management and other subordinate staff.

THE IDEAL CANDIDATE:

The ideal candidate is a:

- Strong communicator who can build productive relationships with staff, community and labor partners, elected officials, and the public.
- A thoughtful, strategic, and reflective thinker who understands the community-based impacts of various organizational decisions.
- Thoughtful decision-maker who exercises sound judgment, political acumen, and professionalism when addressing sensitive issues.
- Skilled administrator with experience in program management, budgeting, policy implementation, and organizational leadership.
- Adaptable and highly responsive to organizational change.



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 human services administration, public administration, social work, business administration, psychology, behavioral science, or a closely related field

AND

- Four years of extensive budgetary, administrative and management experience that demonstrates application or possession of the knowledge and abilities listed above

Required knowledge and abilities: To view the list of required knowledge and abilities go to the County of Santa Cruz employment opportunities site at:

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

HOW TO APPLY:

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, please call Employment Services Manager Erin Morimoto at (831) 454-2932. 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.

SUPPLEMENTAL QUESTIONS:

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 Human Services Department and the Santa Cruz County community.
2. Highlight your experience working with State and Federal government agencies, elected bodies such as board of supervisors and community partners.
3. Describe your experience working with labor partners and handling employee relations matters.

RECRUITMENT TIMELINE:

Applications will be screened during the week of June 29, 2026. Candidates selected to participate in the Advisory Panel interviews will receive invitations that same week. The Advisory Panel interviews are scheduled for the week of July 6, 2026. Final selection interviews will be scheduled on Wednesday, July 15, 2026.



HIGHLIGHTED BENEFIT OFFERINGS:

MEDICAL, DENTAL, AND VISION

Medical coverage is available through CALPERS with the County paying a majority portion of the cost for the employee and dependents. The cost of the dental plan is entirely County-paid for employees and dependents. The County pays for the cost of an employee vision plan and the employee may purchase dependent coverage.

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.

PAID LEAVE AND ADMINISTRATIVE LEAVE

Sixteen days vacation time allotted per year, increasing to 31 days per year after 15 years of service. Six days per year of sick pay, and the County observes 14 paid holidays per year. 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.