



THE COUNTY OF RIVERSIDE  
INVITES YOUR INTEREST  
IN THE POSITION OF  
**EXECUTIVE DIRECTOR**  
**HARMONY HAVEN CHILDREN**  
**AND YOUTH CENTER**

SALARY RANGE  
**\$110,978.40 - \$190,080.80**  
ANNUALLY

# THE POSITION



The County of Riverside is recruiting for a compassionate and resilient leader with strong crisis management skills to fulfill the role of Executive Director - Harmony Haven Children and Youth Center. This individual will have the responsibility of overseeing Harmony Haven Children and Youth Center and Supportive Services while partnering with Children's Services Division. The primary role of this position is to manage the 24-hour temporary shelter operations for foster and high-risk youth. The Executive Director will be tasked with planning, directing, and administering the operational and financial activities of the Division, with the expectation of being available on call 24/7.

The successful candidate will hold a crucial position within the DPSS Executive Team, leading essential operational support projects to enhance the department's internal and external services. Apart from overseeing operations and providing management guidance to staff, the Executive Director will also be instrumental in maintaining continuous communication and collaboration with key stakeholders representing DPSS in interactions with other governmental agencies and community organizations. Additionally, they will work closely with partner agencies to advance the Department's objectives.

Moreover, this role involves enforcing federal, State, and local laws and regulations pertaining to DPSS; identifying areas of concern and implementing solutions to operational challenges; evaluating, monitoring, and suggesting methods to enhance service efficiency; ensuring compliance with state licensure regulations; and developing and presenting the program budget.

This position offers a unique opportunity to lead and enhance the services provided to some of the most vulnerable members of our community. If you are dedicated to making a difference and possess the required skills and experience, we encourage you to apply.

## CHARACTERISTICS OF THE IDEAL CANDIDATE:

- » A passion for working with children and commitment to improving their lives and outcomes.
- » Proven management experience in residential programs for high-risk youth or similar settings.
- » Highly desired executive experience in managing a 24-hour youth center effectively.
- » Strong leadership skills with the ability to motivate, guide, and develop a diverse team.
- » Excellent financial acumen with experience managing budgets and financial reporting .
- » Effective communicator with strong interpersonal skills to build relationships and advocate for the Division.
- » Strategic thinker with the ability to manage multiple priorities and complex situations.
- » An excellent strategist; able to make and stand by difficult decisions and articulate those to key stakeholders and the community at large.
- » A relationship builder who cultivates productive relationships with the Board of Supervisors and other elected officials, the DPSS executive team, external agencies, staff and organized labor, and the general public.
- » An experienced, customer service-oriented Executive Director with a track record of providing outstanding service to internal and external customers.
- » An excellent communicator with strong interpersonal skills willing to listen and able to build trust and credibility with a high degree of integrity and ethical conduct.



# THE EXECUTIVE DIRECTOR WILL

- » Plan, direct, coordinate, and evaluate the operations of a temporary transitional care shelter for foster children and high-risk youth; ensure compliance with applicable licensing and operating standards.
- » Develop and implement processes and procedures for various programs and services related to the Center; establish strategies, objectives, facility, and performance goals.
- » Direct the coordination of therapeutic and individualized trauma informed care with County departments, governmental agencies and private industry.
- » Advise and make recommendations on policy and program development and the coordination of services related to medical, nursing, social, substance abuse, and mental health services.
- » Direct the planning, implementation and maintenance of a systematic process for monitoring and evaluating the quality and appropriateness of operations and for resolving identified problems.
- » Present reports, recommendations and information to the Board of Supervisors, stakeholders and other citizen/community groups.
- » Interface with law enforcement, probation, juvenile court, service contractors, and stakeholders.
- » Analyze complaints, legal issues, risks, budget, and quality management guidelines.
- » Ensure compliance with local, state and federal laws, regulations, ordinances, and mandates.
- » Supervise, train and evaluate subordinate staff in assigned areas of responsibility.
- » Analyze the implications of proposed legislative and regulatory changes to determine impact on operations; provide expertise in regulatory requirements, needs determination and program integration.
- » Develop and implement administrative and operational procedures and methods for quality assurance to ensure compliance with local, state and federal requirements or in response to changes in policies or legal requirements.
- » Represent DPSS and County when interacting with other governmental agencies and community groups; participate in organizations, such as committees of the County Welfare Director's Association.

## MINIMUM QUALIFICATIONS

### OPTION 1:

**EDUCATION:** Graduation from an accredited college or university with a master's degree, preferably with a major in public/business administration, finance, accounting, social welfare, social or behavioral sciences, social/human services, or a closely related field to the assignment (two years of additional qualifying experience may substitute for the graduate level education.)

**EXPERIENCE:** Two years as a Deputy Director within Riverside County or similar to a Deputy Director with another government agency.

### OPTION II

**EDUCATION:** Graduation from an accredited college or university with a master's degree, preferably with a major in public/business administration, finance, accounting, social welfare, social or behavioral sciences, social/human services, or a closely related field to the assignment (two years of additional qualifying experience may substitute for the graduate level education).

**EXPERIENCE:** Three years in the administration or management of social service programs, public welfare agency or human services agency, financial/administrative services, which included planning, organizational budget development, administration, and control accountability.

### OPTION III

**EDUCATION:** Graduation from an accredited college or university with a master's degree, preferably with a major in public/business administration, finance, accounting, social welfare, social or behavioral sciences, social/human services, or a closely related field to the assignment (two years of additional qualifying experience may substitute for the graduate level education).

**EXPERIENCE:** Three years of operating and/or directing a licensed 24-hour residential shelter for children and youth with high-risk or complex care needs.

### ALL OPTIONS

**KNOWLEDGE OF:** Laws, regulations, codes, and ordinances related to services for children, youth and adults; DPSS, Community Care Licensing; local, state and federal regulations, principles, practices, and legislative processes as related to local government and other government entities charged with oversight; policy and procedure development and implementation related to County of Riverside DPSS; funding practices of state and federal agencies providing revenue sources; principles and practices of supervision and training; principles and theories of public administration including general administration; human resources management and fiscal management; the General Management System (GMS) in principle and in practice; County customer service objectives and strategies; current technology and trends in the profession.

# COMPENSATION & BENEFITS

The annual salary for the Executive Director ranges between **\$110,978.40 - \$190,080.80** annually. In addition to a competitive salary, the County offers an excellent benefits package that includes:

- **PERFORMANCE RECOGNITION PLAN:** This position has been deemed eligible for the County's Performance Recognition Plan which connects individual achievement to organizational goals and provides incentives for performance
- **RETIREMENT:** The County offers CalPERS Retirement.
  - **Tier I (Classic Member – Formula 3% @ 60):** Applicable to current and former County of Riverside local miscellaneous employees hired prior to 08/24/2012 and did not withdraw CalPERS contributions. The employee contribution is eight (8%) percent.
  - **Tier II (Classic Member – Formula 2% @ 60):** Applicable to local miscellaneous employees 1) hired after 08/23/2012 through 12/31/2012; 2) Previously employed with another CalPERS contracting public agency or a reciprocal retirement system, with a break in service of less than six months between the separation date with the previous employer and the appointment date with the County of Riverside. The employee contribution is seven (7%) percent. On July 1, 2024, the employee contribution rate will be 7.75%.
  - **Tier III (PEPRA New Member - Formula 2% @ 62):** Applicable to CalPERS local miscellaneous new members hired on or after the implementation of the Public Employees' Pension Reform Act of 2013 (PEPRA) which took effect January 1, 2013. As of July 1, 2020, the employee contribution is 7.25% and subject to change annually.
    - A new member is defined in PEPRA as any of the following: A new hire who enters CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California Public Retirement System. A new hire who enters CalPERS membership for the first time on or after January 1, 2013, and who was a member with another California Public Retirement System prior to that date, but who is not subject to reciprocity upon rejoining CalPERS. A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS agency after a break in service of greater than six months. CalPERS refers to all members that do not fit within the definition of a new member as "classic members". Contribution rates are subject to change based on the annual County of Riverside actuarial valuation.
    - **Note:** Reciprocity may exist with other public retirement systems in California, please see the CalPERS website for additional information: <https://www.calpers.ca.gov/docs/forms-publications/change-retirement-systems.pdf>
- **MEDICAL/DENTAL INSURANCE:** A flexible benefit and premium subsidy totaling up to \$1,800 a month is provided toward the cost of medical and dental benefits. Vision is provided at no cost to the employee or eligible dependents.
- **VISION SERVICE PLAN:** Provided at no cost to employee or eligible dependents.
- **POST-RETIREMENT MEDICAL CONTRIBUTION:** \$256 per month is available for retirees' health insurance through the County.
- **DEFERRED COMPENSATION:** Two voluntary deferred compensation 457(b) plans are available.
- **SUPPLEMENTAL RETIREMENT:** County contribution of \$50 per pay period towards a 401(a) plan.
- **ANNUAL LEAVE:** Biweekly Annual Leave Accrual earnings of 1 - 3 years = 8.92 hours; 4 - 9 years = 10.46 hours; 10 or more years = 12 hours.
- **HOLIDAYS:** 12 paid holidays per year.
- **BEREAVEMENT LEAVE:** Five days (three days are County paid, with two additional days that may be taken using accrued leave balances).
- **LONG-TERM DISABILITY:** Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. The benefit can be coordinated with other available leave balances to provide up to 100% of pay.
- **LIFE INSURANCE:** \$50,000 term life coverage is paid by the County. Additional Supplemental Life Insurance is available for purchase.
- Additional information can be found on the County's Human Resources website page: [www.rc-hr.com](http://www.rc-hr.com), [The County Benefit Flip-Book](#), or [The 2024 Open Enrollment Guide](#).

# THE COUNTY



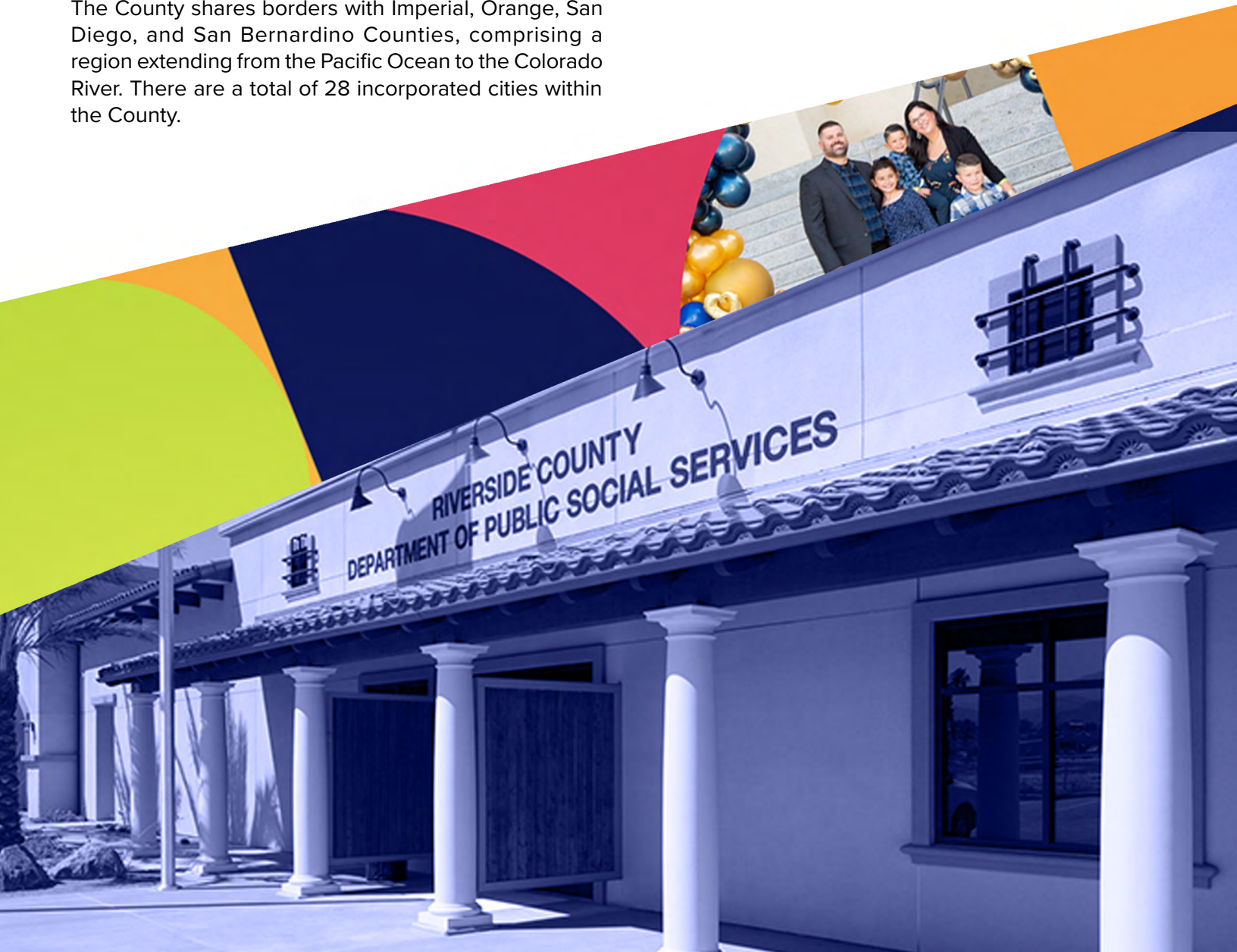
Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. Riverside County is a great place to live, work, and play.

With more than 2.43 million residents, Riverside is the tenth most populous county in the U.S. and the fourth most populous county in California. The County stretches nearly 200 miles across, comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County covers an expansive, varied geography that encompasses many diverse and rapidly growing communities with a wide range of public service needs.

The County shares borders with Imperial, Orange, San Diego, and San Bernardino Counties, comprising a region extending from the Pacific Ocean to the Colorado River. There are a total of 28 incorporated cities within the County.

Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which make it an excellent alternative to the more costly and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California.

Additionally, higher education facilities are abound throughout the area, providing continuous educational opportunities for professional development.



# THE COUNTY GOVERNMENT

County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves.

The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments.

The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. County of Riverside has more than 25,458 employees across over 40 departments and agencies. To learn more about the County of Riverside, go to: <https://rivco.org>.



# THE DEPARTMENT OF PUBLIC SOCIAL SERVICES

The Department of Public Social Services (DPSS) is a public welfare department that serves over 1 million Riverside County residents each year. The mission of DPSS is to support and improve the health, safety, well-being and independence of Riverside County's individuals and families. DPSS works according to 7 values: Accountability, Collaboration, Respect, Integrity, Diversity, Learning and Customer Focus. The Department strives to be an organization known for its caring professionals who collaborate with the best partners to provide the most effective solutions to customers and individuals and families in crisis.

DPSS supports working class individuals and families who are struggling with low income. It offers access to health care coverage, temporary financial assistance, employment programs and training, and services that protect children and adults from abuse and neglect and does all of this through its five divisions: Administration, Adult Services, Children's Services, Self Sufficiency, and Fiscal and Forecasting.

To learn more about The Department of Public Social Services, please click here: <https://rivcodpss.org>



# APPLICATION PROCEDURE

The position will remain posted until filled.

To be considered, please electronically submit your application, including resume via [Government Jobs](#) or [clicking here](#).

Resumes should reflect related work experience as well as details of years and months of positions held.

For questions regarding this recruitment, please contact: Yvette Marquez at (951) 955-6981 or [YMarquez@rivco.org](mailto:YMarquez@rivco.org)

Applications will be screened based on criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

