



CLARK COUNTY, NEVADA

# ASSISTANT DIRECTOR OF SOCIAL SERVICES

(HOUSING AND COMMUNITY DEVELOPMENT)

*Join a world-famous community and help lead a department focused on providing programs and services that foster community pride and an improved quality of life for citizens.*







### **COUNTY MISSION STATEMENT**

*To provide responsible, progressive, and results-oriented government that is responsive, accessible, and accountable to our citizens, ensuring their right to cost-effective and open government.*

### **DEPARTMENT MISSION AND MISSION STATEMENT**

*Provide a safety net of human services to a growing community. Self-Sufficiency for at-risk people through a variety of services.*

## **THE COMMUNITY AND COUNTY GOVERNMENT**

Nevada has no shortage of compelling landscapes, and Clark County is no different. Mt. Charleston and skiing are just 45 minutes away, and Red Rock National Conservation area beckons on the western fringe of the Las Vegas Valley. Lake Mead National Recreation Area, located 30 miles southeast of Las Vegas, caters to boaters, swimmers, fishermen, hikers, wildlife photographers and roadside sightseers. Meanwhile, gambling is offered in the destinations of Mesquite, Primm and Laughlin, located on the sun-drenched Colorado River.

Tourism's economic impact on Clark County for 2018 was nearly \$10 billion, including \$6.5 billion spent on gambling on the Las Vegas Strip, according to Las Vegas Convention and Visitors Authority data. There are 147,238 hotel/motel rooms. Las Vegas welcomed 42.1 million visitors and all of Clark County saw 45.3 million visitors (including Laughlin and Mesquite).

Clark County is the most populous of Nevada's 17 counties with 2.3 million residents and 70 percent of the state's population. Clark County is governed by a seven-member County Commission, elected from geographic districts on a partisan basis for staggered four-year terms. Clark County employs more than 10,000 staff in 38 departments. It has a fiscal year general fund budget of \$1.5 billion and a total budget for FY2020 of \$8.2 billion. The County's five cities are: Las Vegas (pop. 652,918), Henderson (pop. 314,486), North Las Vegas (252,101), Boulder City (pop. 16,104) and Mesquite (pop. 22,865).

Clark County is a dynamic and innovative organization dedicated to providing top-quality service with integrity, respect and accountability. With jurisdiction over the world-famous Las Vegas Strip and covering an area the size of New Jersey, Clark is the nation's 14th-largest county. Included are the nation's 9th-busiest airport, air quality compliance, social services and the state's largest public hospital, University Medical Center. The County also provides municipal services that are traditionally provided by cities to more than one million residents in the unincorporated area, including fire protection, roads and other public works, parks and recreation, and planning and development.

*In Sunset Magazine's list of the "24 Best Places to Live and Work," the county seat of Las Vegas ranked as the 2<sup>nd</sup> best place in the U.S. to start a career.*





## DEPARTMENT OF SOCIAL SERVICE

With 220 staff and a budget of \$180 million, the Social Service Department provides a variety of services for needy residents of Clark County who are not assisted by other state, federal or local programs. Social Service is responsible for ensuring that the County meets its health, welfare and community responsibilities as set forth in the Nevada Revised Statutes and County Ordinances. The services include providing safety net programs for the indigent, coordinating regional response to homelessness, and the oversight of community development projects. Social Service is also responsible for other programs and duties assigned by the Board of County Commissioners, but primarily includes financial and housing assistance, transportation assistance, in-home homemaker services, long-term care, senior support services, cremation/burial assistance, aged out foster youth supports, and homelessness response services.

To learn more about the Social Service Department, visit:  
<https://www.clarkcountynv.gov/social-service/Pages/default.aspx>

- Plans, organizes, administers, reviews and evaluates the day-to-day activities of assigned professional, technical and office support staff through subordinate supervisors.
- Selects staff and provides for their training and professional development; interprets County policies and procedures to employees and ensures effective morale, productivity, and discipline of department staff.
- Directs the conduct of analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Monitors and interprets changes in ordinance and regulations, funding source availability and requirements and other developments affecting the social service program; recommends and implements policy and procedural changes to meet changes and requirements.

For a full job description, visit: <https://www.governmentjobs.com/careers/clarkcounty/classspecs/65653>

## THE POSITION

The incumbent will assist the Director in the operation of the department through overseeing operational and business functions on a day to day basis with a special focus on federal funding programs like local response to housing crisis, coordination of regional homelessness response, and other programs that contribute to overall community development. Specifically, the incumbent:

- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department and may direct the preparation and administration of the department's budget; researches, reviews and monitors grant and other funding programs.
- Confers with agency management staff and County management to coordinate assigned activities with service providers in various public and private organizations to ensure that resources are appropriately utilized and that all clients receive the most effective provision of service.
- Represents the agency and the community in local and state-wide forums and makes presentations before the legislature and federal representatives.

## IDEAL CANDIDATE

The ideal candidate will be adept at interpreting and applying government regulations to maximize the effectiveness of the County's services to targeted populations like veterans and senior citizens. The County is part of a greater continuum of care working with other providers in the community where housing needs are followed by wraparound services provided by non-profits and local jurisdictions. An ability to effectuate change by working well with these partners is of paramount importance and there will be plenty of opportunity to work directly with county management, elected officials, and major influencers in the community. To ensure success, the County has newly minted marijuana license fees and sales tax revenue streams dedicated to these efforts.

The Director works at a healthy pace each day – candidates with a similar tempo who embrace change and growth will be the best fit. The successful candidate should be able to take ownership of different projects and areas while operating in an environment of transparency and trust with no surprises. They should be astute and know when to elevate issues, have attention to detail, and be collaborative with positive teamwork always at the forefront.

The department has an entrepreneurial spirit and is not looking to maintain the status quo. An example of this is its aggressive goal to achieve functional zero homelessness by facilitating the availability of safe and secure beds for all who are in need. The department has already achieved this goal with veterans in particular. Candidates who can anticipate future trends and pivot quickly will be the most successful.

The County has an active culture management program and is a value driven organization that offers executive coaching at all employee levels – coach and be coached. The organization prides itself in mentorship and creating an environment where employee engagement and satisfaction yield long, stable tenures of employment. The successful candidate will look forward to sharing their expertise in housing and community development affairs, and while sharing this knowledge with others they will in turn be edified and enjoy a successful, impactful career with Clark County.

### Education and Experience

Bachelor's Degree in Social Work, Business or Public Administration or a field related to the work, AND six (6) years of full-time administrative and/or professional level experience in performing social service duties, three (3) years of which were in a management capacity. Such experience must have included program planning, evaluation, and the supervision of a significant subordinate staff. Possession of an advanced degree desirable. Equivalent combination of formal education and appropriate related experience may be considered.

## COMPENSATION AND BENEFITS

The salary range for this position is **\$94,016 - \$145,662**. The County offers a comprehensive benefits package that includes:

- Comprehensive Group Health Insurance Plan
- Disability Insurance & Long-Term Disability Insurance
- Vacation
- Sick Leave
- Paid Holidays
- Employer-Paid Retirement
- Tuition Assistance
- Credit Union Eligibility
- Nevada has No State Income Tax

## APPLICATION PROCESS & RECRUITMENT SCHEDULE

The initial review of resumes will occur on **Friday, December 6, 2019**. To be considered for this opportunity, please submit cover letter, resume, and a list of six professional references via: <https://executivesearch.cpshr.us/JobDetail?ID=575>



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### Selection Process

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to possess the most relevant qualifications will be invited to participate in an interview with the consultant and then the most qualified candidates will be invited to participate in an onsite selection process with Clark County. An appointment is expected following the completion of in-depth reference and background checks to be coordinated with the successful candidate.



*Clark County is an equal opportunity employer  
and values diversity at all levels of its workforce.*

