



**COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Executive Director - Family Justice Center  
Sonoma County**

*An Equal Opportunity Employer*

**SALARY**

\$48.32 - \$58.74 Hourly    \$3,878.83 - \$4,715.29 Biweekly    \$8,404.14 - \$10,216.45 Monthly  
\$100,849.64 - \$122,597.43 Annually

**OPENING DATE:** 03/05/20

**CLOSING DATE:** 04/16/20

**THE POSITION**

**Provide key leadership to the Family Justice Center Sonoma County as the Executive Director!**



**THE ORGANIZATION**

The Family Justice Center Sonoma County is a public-private partnership consisting of law enforcement, government agencies, and community-based non-profit organizations that have joined together to co-locate services for victims of family violence, sexual assault, child abuse, and elder abuse. The FJCSC draws on strong interagency collaboration to provide a single point of access to comprehensive wraparound services. Since opening in 2011, the FJCSC has worked to empower victims and break the cycle of violence. In 2017, over 1,600 clients were provided services. The FJCSC is a place for healing, advocacy, and change, contributing to a region, state, and nation free from family violence.

**Mission**

The Family Justice Center Sonoma County empowers family violence victims to live free from violence and abuse by providing comprehensive services, centered on and around the victim through a single point of access. Building on strong interagency collaboration, we protect the vulnerable, stop the violence, and restore hope.

**Vision**

The Vision of the Family Justice Center Sonoma County is creating a future where our community has ended the cycle of family violence, our homes are places of safety, and children, families, and elders live free from the fear and presence of abuse in our rural, suburban, and urban neighborhoods.

**THE COUNTY**

Sonoma County offers a rare and compelling array of scenic, recreational, and geographic options-including inspiring coastline and beaches, the Russian River, over 200 award-winning wineries, and majestic redwoods. The County encompasses over one million acres of land and water, rich with parks, campsites, lakes, and open space.

Sonoma County is also home to a wide variety of art and music festivals, farmers' markets, concert venues, and fine educational institutions, including Santa Rosa Junior College, Sonoma State University, and local schools that rank considerably higher within the state as a whole. Sonoma County is an increasingly diverse region. The Hispanic population has grown by almost 230 percent within the last 24 years and is approximately 27% of the population. In 2016, slightly over half of Sonoma County's population was between 25 and 64 years old; however, between 2007 and 2016, the fastest growing age range in the County were those aged 65 to 74.

Sonoma is a general law county, governed by a five-member Board of Supervisors. Sonoma County government has a history of providing excellent and responsive public service while operating under sound fiscal principles. The Board is fully committed to a mission and vision that value high quality services to support and enrich the community, strong leadership, engaged citizen participation, transparency and accuracy in information, and efficient and fiscally sustainable government. The County Administrator leads a team of dedicated department heads who work collaboratively to address and strategically prepare for County initiatives and challenges. Sonoma County encompasses 1,600 square miles and is home to approximately 500,000 residents. The County has 28 departments and agencies that provide a full range of services to the community and employs over 4,000 regular employees.

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing you're working to better our communities.

### **THE POSITION**

The Executive Director of the Family Justice Center Sonoma County provides key leadership in the areas of sustainability planning, revenue generation, community outreach, and partnership development. This position oversees the FJCSC's operations with a focus on critical, fiscal, planning, and programmatic strategies. Additionally, the Executive Director will:

- Plan, organize, manage, and coordinate the activities of the FJCSC to provide ongoing evaluation of the goals, policies, procedures, and outcomes
- Raise funds through grants, foundations, and philanthropy to contribute to resource development and strategic sustainability planning
- Maintain, manage, and report on FJCSC fiscal matters and budgets while administering grants and contracts
- Serves as the primary liaison for all participating FJCSC partners, Executive Committee, and the FJCSC Foundation Board of Directors
- Develop relationships with other potential community partners and community leaders
- Perform public relations and outreach to promote the FJCSC and its services to the local community and the state
- Network with other family justice centers, the National FJC Alliance, and other leaders in the victim services field to ensure implementation of best practices
- Supervise, train, evaluate, and participate in selection and recruitment of FJCSC personnel
- Develop the volunteer corps through recruitment, training, and supervision to ensure quality and competence

The Executive Director will work closely with the Board of Directors of the Family Justice Center Sonoma County Foundation and the Executive Committee, and reports directly to the District Attorney.

### **THE IDEAL CANDIDATE**

The Family Justice Center Sonoma County is seeking an experienced professional with proven management capabilities and a broad range of knowledge and experience. A strong background in social work, social services, and family support services is desirable, but not required. An experienced administrator and strong manager with exceptional capacity for managing and leading people is sought. The ideal candidate will be a responsive and collaborative Executive Director who is adept at navigating a complex political climate. An individual with a strong commitment to productively collaborate with staff, community members, and the confidence to represent the

FJCSC in a highly ethical and transparent fashion will be ideal. The successful candidate will have a proven track record of building partnerships, fundraising, and engaging with stakeholders.

The FJCSC will benefit from a service-minded consensus-builder with a commitment to fostering an environment of teamwork, innovation, and growth; a teambuilder who is able to connect to staff, hold them accountable, and empower them to succeed at their jobs. The ideal candidate will be a solutions-oriented, outside-the-box thinker who can take a creative and opportunistic approach to improving processes and gaining funding. The new Executive Director must be a good listener, an excellent communicator, and a champion for the individuals and families that the center serves. The FJCSC will benefit from an Executive Director who exhibits compassion and empathy not only for the clients and their plights, but also for the internal staff who is supporting and serving those clients.

The selected candidate will have a track record of effective leadership, management, and/or supervisory experience within or relating to non-profit or public/private partnerships; an unwavering commitment to quality programs; excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and develop and manage a budget; strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders; knowledge of domestic violence, stalking, sexual assault, child abuse, and elder abuse programs, and services; the ability to work effectively in collaboration with diverse groups of people; excellent oral and written communication skills; and past success working with a Board of Directors with the ability to cultivate existing Board member relationships. All candidates should have proven leadership, coaching, and relationship management experience.

Any combination of education, training, and experience which would likely provide the required knowledge and abilities is qualifying. A typical candidate will possess a Bachelor's degree from an accredited college or university with a major in Social Sciences, Business Administration, Public Administration, Marketing, or a closely related field, and at least four (4) years of professional experience in strategic business development and/or marketing, with at least one (1) year of experience supervising staff.

### **THE COMPENSATION**

The annual salary range for the Executive Director position is \$100,849.64-\$122,597.43; placement within this range is dependent upon qualifications and experience. The County offers an excellent benefits package, including:

- Paid Time Off: Competitive vacation accrual and sick leave accruals; additional management leave annually; 12 paid holidays and an additional eight (8) floating holiday hours per year; and may be eligible for up to eight (8) weeks (320 hours) of Paid Parental Leave after 12 months of County employment.
- Health Plan: Choice of five (5) health plans (a PPO, EPO, HMO, and two (2) deductible HMOs) with a County-paid premium contribution.
- Cash Allowance: In addition to monthly salary, a cash allowance of approximately \$600 per month.
- Retirement: County pension fully integrated with Social Security
- IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.
- Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance benefits.
- Plus, excellent dental, vision, disability, life insurance, professional development, and more.

The Civil Service title for this position is Business Development Manager. This recruitment is being conducted to fill one full-time position in the County of Sonoma's District Attorney's Office, at the Family Justice Center.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

### **MINIMUM QUALIFICATIONS**

Any combination of education, training and experience which would likely provide the required knowledge and abilities listed herein. Normally, this would include:

**Education & Experience:** A Bachelor's Degree from an accredited college or university with a major in Business Administration, Public Administration, Marketing, Financial Management, or a closely related field, AND at least four years of professional experience in strategic business development and/or marketing, with at least one year of experience supervising staff.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** principles and techniques of business development plans, revenue management, general management, marketing, public relations and promotion and project management; policy analysis and development; data collection, research methodology and application of basic statistics.

**Working knowledge of:** current issues and trends, and techniques, principles and operations for the assigned department and/or program(s); management, supervision, and leadership principles and techniques; contract and grant administration; business correspondence and report writing; budget preparation and monitoring; grant writing principles; modern business and computer technologies including web based sales and marketing; English usage, composition, spelling, grammar, and punctuation.

**Ability to:** plan, organize and coordinate business plans and revenue strategies; develop and execute sound marketing and public relations strategies; select, train, and supervise staff; analyze problems, examine alternatives and recommend solutions or determine a course of action; work cooperatively with public, community groups, business and community leaders, government officials, members of the media, and departmental staff; speak effectively in public settings; use a variety of software applications; stay abreast of current related principles and technologies; work non-traditional work hours as necessary.

### **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for

satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

### **ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

### **HOW TO APPLY**

Applications are accepted on-line at: [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst:MN  
HR Technician:RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #20/01-0850-O  
EXECUTIVE DIRECTOR - FAMILY JUSTICE CENTER SONOMA  
COUNTY  
MN

### **Executive Director - Family Justice Center Sonoma County Supplemental Questionnaire**

- \* 1. Please describe your experience planning, administering, managing, and/or evaluating programs. Detail the program(s), your role(s) and responsibilities, and how you developed and reported any recommendations.
- \* 2. Please describe your experience leading a collaborative team of multiple agencies, governmental, and non-profit organizations that provide services to victims, children, adults, and families. Highlight your experience promoting victims' rights and services, the types of assistance and services you provided, and your roles and responsibilities.

\* 3. Please describe your supervisory and/or management experience. Detail the number and titles of the staff you supervised, and the scope of your experience in selection, training, evaluating, and discipline.

\* 4. How did you first learn about this opportunity?

- Association of Bay Area Governments (ABAG)
- Bridgespan.org
- CalJobs
- Cal Ops
- Careers in Government
- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- Glassdoor
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Impact Foundry
- Indeed
- Job Fair
- Jobs Available
- La Voz
- Latino Service Providers
- Los Cien
- Minority Organization or Group
- MMANC
- MMASC
- Monster
- National Assoc of County and City Health Officials
- Press Democrat
- Sonoma County Human Resources Office
- [sonoma-county.org/www.yourpath2sonomacounty.org](http://sonoma-county.org/www.yourpath2sonomacounty.org)
- Sonoma County Job Line
- Veterans Services Office
- Twitter
- Women's Organization or Group
- Western City
- WorkforGood.org
- Other Internet Site
- Other Publication

\* Required Question



## COUNTY OF SONOMA BENEFITS: MANAGEMENT\*

**IMPORTANT NOTE:** Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

**Paid Time Off:** Competitive vacation accrual and sick leave accruals; additional management leave annually; 12 paid holidays and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

**Health Plan:** Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County paid premium contribution.

**Cash Allowance:** In addition to monthly salary, a cash allowance of approximately \$600 per month.

**Retirement:** Fully integrated with Social Security.

**IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.

**Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details for management employees can be found under the Salary Resolution at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at [benefits@sonoma-county.org](mailto:benefits@sonoma-county.org) or 707-565-2900.

\*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.