NAPA COUNTY, CA
ASSISTANT DIRECTOR
HEALTH AND HUMAN SERVICES
$189,633 — $230,172 DOE/DOQ
The Napa Valley

Internationally known for its fine wines, exciting restaurants and world-class resorts, is home to approximately 135,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural and open space heritage.

Located in the heart of California’s preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley’s strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities. From the shores of Lake Berryessa and the peak of Mount Saint Helena to the Calistoga natural springs and the redwood forests of the Mayacamas Mountains, Napa County is a rural, scenic and historically-rich community. Home to the Napa Valley Film Festival, Bottlerock, the Fortinet Pro Golf Tournament, and Auction Napa Valley, Napa County offers many activities to its residents and visitors including fine dining, hiking, mountain biking, kayaking, and wine tasting, among many others.

Surrounding Areas

The Napa Valley is located just 50 miles northeast of San Francisco, which makes it a short drive from several airports in the San Francisco Bay Area. Easy day trips to the incredible Northern California Coast where visitors enjoy surfing, boating, fishing, or just walking in the sand. Weekends in Lake Tahoe with world-class ski resorts, casinos, lake activities, and breathtaking mountain views.
Napa County is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At Napa County, we truly value our employees and are committed to diversity in our family-oriented environment.

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district for four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for the County’s operations, including day-to-day supervision of the County’s appointed department heads.

Napa County has a budget of over $600 million and has enjoyed relative financial stability in recent years compared to many agencies. More than 1,400 county employees provide services to the public through 17 departments. Five departments are managed by elected officials and the remainder are managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, social services, public safety, elections, public health, behavioral health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, Napa County is dedicated to improving the lives of its residents and reflecting the best of the community’s values: integrity, accountability and service.
The Position

Under direction of the Director of Health & Human Services Agency (HHSA), the Assistant Director assists in leading, planning, and overseeing all functions and activities of HHSA, including assigned staff. The Assistant Director assists the Director in the management of day-to-day responsibilities, as well as the coordinating, operationalizing, and implementing services and systems across an integrated super agency. The Assistant Director will have direct responsibility over internal operations, quality management, data systems and governance, strategic planning, organizational development, legislative activities, communications, and other high-level agency-wide initiatives of significant depth and complexity. The Assistant Director provides highly responsible and complex administrative support to the Director, serves as a critical member of the Executive Leadership Team, is aligned with the mission, vision, and values of HHSA, leads by example in fostering collaborative management, has a strong commitment to diversity, equity, and inclusion, possesses organizational acumen, and sets a high standard of professionalism and excellence. This position also coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Director; and acts as the Director in their absence.

This is an “at will” classification

Health & Human Services Agency

Napa County Health and Human Services Agency (HHSA) is committed to being the best integrated agency in the state providing coordinated service delivery in the areas of public health, child welfare, behavioral health (mental health and alcohol and drug services), self-sufficiency and older adults. HHSA is also committed to operational excellence in support of the programs and services delivered to our community and clients most in need. We hire qualified and diverse staff, and empower them to do their best work in a positive, supportive, and mutually accountable environment.

HHSA is the largest department in the County with approximately 514 employees and a FY 23-24 budget of $167.4M and is comprised of five program divisions and three administrative divisions. The program divisions are Behavioral Health, Public Health, Child Welfare Services, Comprehensive Services for Older Adults, and Self Sufficiency Services. The administrative divisions include Operations, Fiscal and Quality Management. HHSA takes a broad-based integrated approach to carrying out our mission of serving our community and supporting its health and well-being.
**COMPENSATION AND BENEFITS**

The salary range for this position is $189,633 to $230,172 annually DOE/DOQ.  

*Napa County also offers an outstanding benefit package that includes:*

- 13 PAID HOLIDAYS
- MEDICAL & DENTAL INSURANCE
- LTD and STD INSURANCE
- VACATION - based on years of service
- VISION INSURANCE
- EDUCATION REIMBURSEMENT
- 12 SICK DAYS
- LIFE INSURANCE
- DEFERRED COMPENSATION
- 80 HOURS MANAGEMENT LEAVE
- CalPERS PENSION PLAN
- (with employer match)
- 19 HOURS PERSONAL LEAVE
- 40 HOURS BEREAVEMENT LEAVE
- MEDICAL & DENTAL INSURANCE
- 19 HOURS PERSONAL LEAVE
- VISION INSURANCE
- LTD and STD INSURANCE
- LIFE INSURANCE
- MEDICAL & DENTAL INSURANCE
- CalPERS PENSION PLAN
- (with employer match)
- 40 HOURS BEREAVEMENT LEAVE

For detailed Benefits Summary: [click here](#)

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**CANDIDATE QUALIFICATIONS**

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**
Eight years of increasingly responsible experience in a public or non-profit agency, including four years of management, administrative, and supervisory responsibility in either health, mental health, public assistance or social service program.

**Education:**
A Bachelor's degree from an accredited college or university with major course work in health administration, social work, substance abuse, business administration, public administration, or a related field. An advanced degree is desirable.

For Class Specification: [click here](#)

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**HOW TO APPLY**

*This position is open until filled*

*Please apply by August 11th, for first consideration*

**Submit Cover Letter and Resume**

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*Napa County is an equal employment opportunity employer*