



**CALIFORNIA**

**DIVISION DIRECTOR OF  
ADMINISTRATIVE SERVICES**  
(HEALTH AND HUMAN SERVICES AGENCY)

**\$114,339 - \$138,981**

*Plus Excellent Benefits*

*Apply by*  
**December 3, 2023**  
*(Open Until Filled)*

***PROTHMAN***



**THE REGION**



Nestled in the heart of the Golden State, California, Mariposa County is quiet, rural, and captivating, and renowned for its remarkable natural beauty. With a permanent population of just over 17,000, the County also welcomes roughly four

million annual visitors who are drawn to this region which offers an ideal blend of tranquility and vitality. Whether you are savoring local cuisine, exploring historic sites, or immersing yourself in the natural wonders, Mariposa County is a place where the vibrant culture and remarkable environment intersect seamlessly, creating a remarkable region that beckons all to explore its treasures.

Mariposa County's landscapes are defined by the western slope of the Sierra Nevada Mountain range, and the County is home to the famous and awe-inspiring Yosemite National Park where residents and visitors alike are drawn to stunning vistas, iconic granite landscapes, and breathtaking waterfalls. Outdoor enthusiasts will discover a paradise for recreation as the region offers an array of activities such as hiking, rock climbing, gold panning, bird watching, and golfing. The Merced River winds through the County, providing opportunities for fishing, kayaking, and white-water rafting. In the winter months, Badger Pass Ski Area offers skiing and snowboarding. Additionally, Mariposa County hosts a variety of events and festivals throughout the year, from the Mariposa Butterfly Festival to the annual Mariposa County Fair.



The unincorporated community of Mariposa, serving as the county seat, is rich in history and features a range of quaint shops, cozy restaurants, and fascinating museums. Most of Mariposa's communities date back to the California gold rush and retain their old west feel, and the Mariposa Museum and History Center offers a captivating glimpse into the County's past.

**THE COUNTY & DEPARTMENT**

Incorporated in 1850, Mariposa County is governed by a five-member Board of Supervisors serving staggered four-year terms who provide overall direction of the County. The County Administrative Officer (CAO) is appointed by and serves the Board, providing research, information, and recommendations on community issues.

The CAO services all of the executive functions of the Board including coordinating the work of County departments, representing the County in the community and at intergovernmental events, and guiding the County departments in matters that are the responsibility of the Board. Mariposa County is comprised of 20 departments and operates with nearly 526 FTEs on a FY24 budget of \$186 million.

The Health and Human Services Agency's (HHSA) mission is to empower individuals, families, and the community to be healthy and safe by providing responsive, caring, and supportive services. HHSA provides behavioral health, social services, public health, housing, transportation, and senior services to Mariposa County.

HHSA functions with 205 FTEs out of three divisions, including Health Services, Human Services, and Administrative Services, on a budget of \$77 million.



## THE POSITION

The Division Director of Administrative Services is a member of the HHS senior management team that assists the Agency Director in managing and directing an assigned Division. This position directs the activities of a major functional support area in the Agency, including human resources, procurement and purchasing, information technology, and special projects.

The Division Director of Administrative Services manages the day-to-day operations of a branch of the Agency, and plans, directs, develops, coordinates, manages, and implements a variety of specialized administrative functions and services in the areas of compliance, finance and budgeting, purchasing, contract/grant development, administration and management information systems. While this position answers directly to the Health and Human Services Director, it frequently will be in communication with one or more board members at any given time, and presents information to the full Board of Supervisors frequently.

For the full scope of responsibilities, please view the full job description found [here](#).



## OPPORTUNITIES & CHALLENGES

1. Mariposa County maintains a high employee retention rate and low vacancies. The incoming Division Director will be coming into a position with a fully staffed department, that is fiscally strong with very competent staff.
2. As with many regions, there are limited housing options within Mariposa County.



## EDUCATION & EXPERIENCE

Candidates with little to no government entity experience will be considered. The County is looking for a candidate that is a proven leader and can hit the ground running. The ideal candidate will be a critical thinker who has experience creating cohesive team environments. This person will be able to make decisions on their own to improve the department and divisions, and have previous experience working with one or more Board members, maintaining a high level of political intelligence.

A master's degree in public administration or a closely related field is not required for this position at this time but is desirable and may be necessary for the selected candidate to advance within the County. Candidates must have a bachelor's degree from an accredited college or university with major coursework in behavioral, social, health science, special education, fiscal management, public or human service administration. Five (5) years of responsible program experience and/or administrative experience relating to planning, organizing or directing with operations within large, complex department or agency with a wide variety of programs, services and funding sources is preferred, as is experience in a health or human services agency as well as knowledge of local client demographics, community needs, and relationships with community partners.

Candidates must possess a valid California driver's license or be able to obtain one within three (3) months of hire.

## COMPENSATION & BENEFITS

- **\$114,339 - \$138,981 DOQ**
- Medical, Dental, and Vision Insurance.
- Life Insurance.
- Starting at 14 days of Vacation. Increases with Longevity.
- Paid Administrative Leave.
- CalPERS Retirement System.
- 12 Paid Holidays, 1 Floating Holiday, and 1 Personal Holiday.
- Flexible Benefit Allowance.
- Social Security/Medicare.
- Longevity Pay.
- Vacation Cash Out.
- SDI Tax Benefit.
- Possible Teleworking Agreement up to 2 Days per Week.
- Negotiable Moving Expenses.

To view the detailed benefits provided, please visit <https://www.mariposacounty.org/2727/Benefits>



**For more information on  
Mariposa County, please visit:**

[www.mariposacounty.org](http://www.mariposacounty.org)

Mariposa County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 3, 2023** (first review, open until filled). Applications, supplemental questions, resumes, and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "Mariposa County, CA – Division Director of Administrative Services", and click "Apply Now", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

**PROTHMAN**

[www.prothman.com](http://www.prothman.com)

371 NE Gilman Blvd., Ste 310  
Issaquah, WA 98027  
206.368.0050