



CAREER OPPORTUNITY

# Assistant Director Health and Human Services Agency

Glenn County, California

Annual Salary: \$132,350- \$160,888

**Submission Deadline: Friday, September 12, 2025**

# Health and Human Services Agency

Glenn 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 260 employees and is comprised of five program divisions and three administrative divisions. The agency co-locates and works collaboratively with the Community Action Department. The HHSA leadership is dedicated to client-centered program integration, improving access and equity, and fostering a strengths-based and trauma-informed workforce culture. HHSA takes a broad-based integrated approach to carrying out our mission of serving our community and supporting its health and well-being.

Find out more at [CountyofGlenn.net/HHSA](https://CountyofGlenn.net/HHSA)

## MISSION

Building Health Futures - One Agency  
Accessible to All

- The Health and Human Services Agency Assistant Director is to assure the compliance of department activities with department goals and objectives, state and federal laws, and County policies and procedures.

### Oversight

- Mental Health
- Public Health
- Substance Use Disorder





# THE IDEAL CANDIDATE

**GLENN COUNTY IS SEEKING** a professional who is able to assist in directing and participate in all activities of the HHSA department. This person will have knowledge of local community resources and various community service programs.

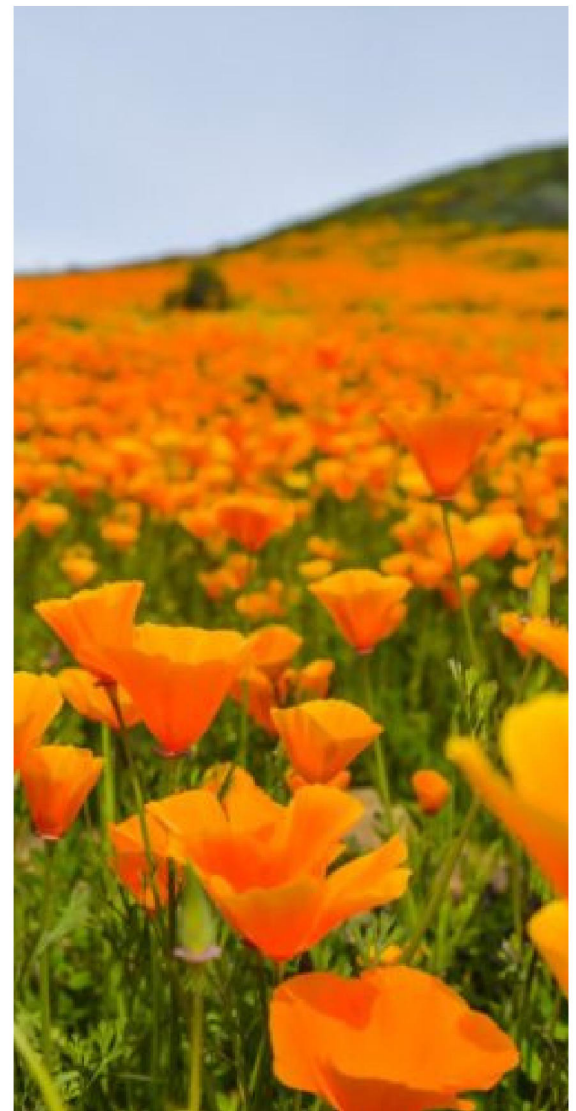


**Refer to the job description for a full list of duties.**

## THE POSITION

Under administrative direction, this position oversees the activities of the Health and Human Services Health and Wellness division which includes Mental Health, Substance use Disorder, and Public health. The Assistant Director assures compliance of department activities with department goals and objectives, state and federal laws, and county policies and procedures.

- Monitors operations and procedures; evaluates division and program issues, and recommends and implements solutions; develops and approves recommendations for improving the division's operations and processes.
- Conducts research and strategic planning functions; analyzes trends and makes recommendations for staffing adjustments and personnel assignments; directs division projects including grants and capitol projects.
- Plans, develops, prepares, and monitors budget and expenditures for programs and services; assures that appropriate services are provided; coordinates information and assures effective communication between programs.
- Meets regularly with Program Managers for program updates; analyzes and evaluates issues and proposals, and recommends and implements solutions.
- Develops and enhances cooperative professional relationships with local communities.
- Serves as information source and liaison between the divisions and various state and regional organizations and agencies, serves on committees, task forces and other groups.



# MINIMUM QUALIFICATIONS



In accordance with the Welfare Institution Code, where the Local Mental Health Director is other than the local health officer or medical administrator of the county hospital, he or she shall be one of the following:

- (a) A physician and surgeon licensed in the State of California showing evidence of having completed the required course of graduate psychiatric education as defined in Section 623 to be supplemented by an additional period of two years of training or practice limited to the field of psychiatry, one year of which shall have been administrative experience.
- (b) A psychologist who shall be licensed in the State of California and shall possess a doctorate degree in psychology from an institution of higher education. In addition, the psychologist shall have had at least three years of acceptable clinical psychology experience, two years of which shall be administrative experience.
- (c) A clinical social worker who shall possess a master's degree in social work or higher and shall be a licensed clinical social worker under provisions of the California Business and Professions Code, and shall have had at least five years mental health experience, two years of which shall have been administrative experience.
- (d) A marriage, family and child counselor who shall have a master's degree in an approved behavioral science course of study, and who shall be a licensed marriage, family and child counselor and have received specific instructions, or its equivalent, as required for licensure on January 1, 1981. In addition, the marriage, family, and child counselor shall have had at least five years of mental health experience, two years of which shall have been administrative experience. The term, specific instruction, contained in Sections 5751 and 5751.3 of the Welfare and Institutions Code, shall not be limited to school, college, or university classroom instruction, but may include equivalent demonstrated experience in assessment, diagnosis, prognosis, and counseling, and psychotherapeutic treatment of premarital, marriage, family, and child relationship dysfunctions.
- (e) A Nurse who shall possess a master's degree in psychiatric or public health nursing and shall be licensed as a registered nurse by the Board of Registered Nursing in the State of California, and shall have had at least five years mental health experience, two of which shall have been administrative experience. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis for the educational requirements.
- (f) An administrator who shall have a master's degree in hospital administration, public health administration, or public administration from an accredited college or university, and who shall have at least three years of experience in hospital or health care administration, two of which shall have been in the mental health field. Additional qualifying experience may be substituted for the required education on a year-for-year basis with the approval of the Department.

## EDUCATION & EXPERIENCE

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

- Five (5) years of relevant behavioral health experience, including three (3) years of supervisor experience.
- Pursuant to Section 5751.2 of the Welfare Institutions Code must possess and maintain one of the following:
  - Licensure as a Physician and Surgeon
  - Clinician Psychologist,
  - Registered Nurse
  - Clinical Social Worker
  - Marriage, Family and Child Counselor
  - Licensed Professional Clinical Counselor (Board of Behavioral Sciences). If licensed in another state, must obtain California licensure by the end of the probationary period.

# THE COUNTY

Glenn County was incorporated on March 5, 1891. The County seat, Willows was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County's economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.

Glenn County offers unlimited recreational opportunities including hiking, camping, fishing, golfing, waterfowl, and game hunting. The Sacramento River extends along the eastern boundary in a north-south direction and is one of the largest salmon spawning rivers in the world. Glenn County has 933.41 miles of maintained roads. Of those, approximately 30 miles are within the City of Willows and 41 miles in the City of Orland.

There are three State highways and one interstate route which run through Glenn County: Interstate 5 and State Highways 162, 45, and 32. The County owns and maintains approximately 30 buildings and has about 331 acres of vacant land. Additionally, the County owns and operates two general aviation airports and a Class III solid-waste facility and transfer station.

The cities of Orland and Willows are the only two incorporated cities within Glenn County. These cities contain approximately one-half of the County population. There are several smaller unincorporated communities throughout the County (Hamilton City, Ord Bend, Artois, Elk Creek, Butte City, Bayliss, Afton, Codora, and Glenn).

There are approximately 475 full-time equivalent employees and a total annual budget of over \$174 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.







# COMPENSATION & BENEFITS

**Holidays:** 13 annual paid holidays, plus 3 floating holidays per year.

**Administrative Leave:** Prorated, 80 hours per year, taken as time off.

**Sick Leave:** 12 paid days per year.

**Employee Assistance Program:** Available at no cost—includes coaching, parenting, and child care services, eldercare.

**Public Employees' Retirement System (CALPERS):** 2% at 62 for new, and 2% at 55 for classic employees. Vacation: Accruals are based on years of public service.

**Health, Dental, and Vision Insurance:** The County offers benefits for employees, spouses, and eligible dependents.

**Life Insurance:** \$50,000 policy is provided at no cost to the employee.

**Deferred Compensation:** Voluntary deferred compensation programs through one of the three vendors that are partnered with the County.

**Longevity:** Service is based on employment with Glenn County.

## HOW TO APPLY

Applications may be submitted via [CalOpps](#) or in person at 525 W. Sycamore Street, Willows, CA 95988.

SAVE THE DATE —  
Submission deadline is Friday, September 12, 2025.

A complete application must include:

- A Glenn County employment application
- Resume
- Transcripts/ Certificate
- Cover Letter
- Completed Supplemental Questions

Questions?

Please contact the Personnel Department  
525 W. Sycamore Street,  
Willows, CA 95988  
(530) 934-6451

**ASSISTANT DIRECTOR HHSA—HEALTH AND WELLNESS**  
**SUPPLEMENTAL QUESTIONNAIRE**

NAME: \_\_\_\_\_

The purpose of this questionnaire is to provide applicants the opportunity to elaborate on their qualifications for this position. Your responses to this questionnaire will be used by an Application Evaluation Committee to determine which applicants will be invited to continue in the recruitment process.

Please answer the questions below and submit your responses with your on-line application. Although you will submit a resume to further describe your qualifications or additional information, such items may not be substituted in lieu of the supplemental questionnaire. An incomplete supplemental questionnaire will result in disqualification. Do not answer any question by indicating "see attached resume".

An application submitted without the supplemental questionnaire is considered incomplete and will therefore be disqualified. Please read the Job Announcement carefully for specific filing instructions, supplemental questions, and final filing dates.

1. Please describe your experience leading multidisciplinary teams across behavioral health, public health or substance use areas?

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2. Describe how you build trust-based relationships with diverse stakeholders including county leadership, community partner, and internal staff. What strategies did you use and what was the outcome?

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3. How have you monitored and responded to changes in the California state or federal regulations? (e.g. Medi-cal reform, CalAIM, or Public health emergency changes)

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4. Describe your experience managing complex budgets including any grants you have administered. Please include any fiscal challenges you have overcome.

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5. Please describe your approach to leading organizational change within a complex governmental system. How did you engage staff and ensure sustainability?

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6. How do promote an organizational culture that is responsive to community needs while also ensuring accountability and performance?

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