The County of San Bernardino invites application for the position of Child Support Operations Manager
Job Number: 16-03248-01

**SALARY**

$27.76 - $38.19 Hourly  $4,811.73 - $6,619.60 Monthly  $57,740.80 - $79,435.20 Annually

**APPLY BY:** 03/18/16 05:00 PM

Applicants are encouraged to apply online: http://www.sbcounty.gov/hr

**THE POSITION**

The Department of Child Support Services (DCSS) is recruiting for Child Support Operations Managers who, under general direction, plan, organize and oversee the operations of the department, including establishment and enforcement of court orders, program legal operations, program and policy, and clerical functions.

For more detailed information, refer to the Child Support Operations Manager job description.

**CONDITIONS OF EMPLOYMENT**

- Travel throughout the county may be required. At time of hire, a valid California Class C driver license and proof of automobile insurance may be required for the individual providing the transportation.
- Applicants must pass a background investigation, including fingerprinting, prior to appointment.
- Applicants must be willing to accept assignment, as needed, to any of the DCSS offices which are located in Loma Linda, Victorville and Ontario. Newly hired Operations Managers will be assigned to an office as business needs dictate; however, geographic preference will be taken into consideration whenever possible.

**MINIMUM REQUIREMENTS**

**EDUCATION:** Thirty (30) semester (45 quarter) units of completed college coursework in Public/Business Administration, Administration of Justice, Behavioral/Social Science, English, Math or Humanities. **A list of coursework must be submitted with the application if the candidate does not possess an Associate’s degree or higher in one of the qualifying fields of study mentioned above.**

**Substitution:** One (1) year of additional qualifying experience may be substituted for 15 semester (23 quarter) units of the required education.

-AND-
EXPERIENCE (applicant must meet one of the following options):

**Option 1:** Two (2) years of experience supervising staff responsible for determining the establishment and enforcement of child support obligations.

**Option 2:** Three (3) years of experience determining the establishment and enforcement of child support obligations AND two (2) years of experience as a full-scope supervisor in another setting.

**Option 3:** Two (2) years of management-level experience, supervising through multiple subordinate supervisors, over technical or professional level staff in a large office setting.

**SELECTION PROCESS**

There will be a competitive evaluation of qualifications based on a review of the Application and Supplemental Questionnaire; therefore it is important that all application materials and responses are complete and clear. Do not refer to a resume as it will not be reviewed.

*The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.*