



WASHINGTON STATE
"Your employer of choice"

Department of Children, Youth,
and Families Oversight Board
Olympia, Washington

NOW HIRING

This recruitment will close on September 28, 2018

EXECUTIVE DIRECTOR

EXEMPT RECRUITMENT

The Department of Children, Youth and Families (DCYF) is a cabinet-level agency dedicated to the social, emotional, and physical well-being of children, youth and families. The agency was established in July 2018 by combining the Department of Early Learning with the Children's Administration from the Department of Social and Health Services (DSHS). In 2019, the DSHS's Juvenile Rehabilitation Administration and Office of Juvenile Justice also will become part of this new agency. The creation of the DCYF Oversight Board (Board) represents a level of collaboration, transparency and accountability unique to Washington State's child-serving systems and unparalleled nationally. As the first executive director for this recently appointed Board, you will work directly with legislators, subject matter experts, tribal leaders and other partners within the state's early learning, child welfare, and juvenile justice communities in carrying out the Board's mission to provide independent oversight and improve outcomes for children, youth and families. The executive director's duties and responsibilities are described in detail below.

The Office of the Governor is a nonrepresented agency. If you previously have applied for a position with the Governor's Office and are interested in this position, please reapply.

Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee be not terminated from an exempt position for gross misconduct or malfeasance.

SALARY AND BENEFITS

Salary range of consideration is \$100,000 - \$110,000 annually depending on qualifications, plus a competitive [benefits package](#) that includes paid vacation and sick leave; health, life, and disability insurance; retirement options; flexible work schedules; training opportunities; and leave for military service.

PROCESS

The top candidates will be contacted directly to interview for this position. A hiring committee appointed by the Board will conduct interviews. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills, and abilities that address the mandatory and desirable qualifications described in this announcement.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience.
3. A list of at least three professional references with current telephone numbers.
4. Writing sample not to exceed five pages.
5. Personal Data Sheet
www.ofm.wa.gov/job/datasheet.doc



Please send completed application packets by mail, fax, or email to:

Office of the Governor
Attention: OFM HR
PO Box 43113
Olympia, WA 98504-3113
Fax: 360-586-0051
Email: ofmhr@ofm.wa.gov

POSITION DESCRIPTION AND DUTIES

The Executive Director serves as the chief administrative officer, provides organizational leadership, coordinates activities for the Department of Children, Youth, and Families Oversight Board (Board), and carries out policies the Board adopts. The executive director is hired and retained by the Board and reports directly to the Board. The Board was established to monitor and ensure that the Department of Children, Youth, and Families (DCYF) achieves identified performance measures and outcomes, and is in compliance with state and federal laws, administrative rules, and agency policies. The Board consists of eighteen members and includes four legislators, four subject matter experts, and ten representatives from various stakeholder groups involved with the child welfare system. The Board maintains a staff of up to one full time equivalent employee and the executive director is responsible for coordinating staff appointments.

The Executive Director manages the operations of the Board in carrying out the Board's duties and responsibilities, including:

- Selects officers and adopts rules.
- Receives Office of the Family and Children's Ombuds (OFCO) reports.
- Obtains records from the OFCO.
- Requests investigations by the OFCO.
- Requests and receives information, materials, and outcome data from DCYF.
- Performs data review analysis to determine if DCYF meets performance measures.
- Conducts annual reviews of provider contracts and grants to ensure they are performance based.
- Conducts periodic surveys of providers, customers, parent groups, and external services.
- Upon request by a licensee, reviews childcare facility licensing compliance agreements and overturns, changes, or upholds the licensor's decision.
- Convenes stakeholder meetings at least twice per year to allow feedback to the Board regarding matters related to DCYF.

- Issues an annual report reviewing DCYF's progress in meeting performance measures and outcomes, and DCYF's strategic plan, policies, and rules.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

- Training, experience, understanding, or knowledge of issues related to child welfare, early learning, and juvenile justice laws and policies.
- Understanding of the impact of disproportionality and best practices to address related issues including institutional racism and implicit bias within the child welfare and juvenile justice systems.
- Understanding of the responsibility to uphold tribal sovereignty and the government-to-government relationship between Washington State and its Tribes.
- Familiarity with DCYF policies and practices.
- Understanding of DCYF service delivery and performance-based contracting.
- Ability to work with diverse stakeholder groups.
- Ability to work independently.
- Strong communication and interpersonal skills.
- Skills in workload management, prioritization and the ability to manage multiple projects concurrently.
- Understanding of the Open Public Meetings Act.
- Demonstrated management experience, including budgets and employee hiring and supervision.
- Demonstrated skills in reviewing, interpreting, and analyzing data.
- Strong writing skills, including producing reports.

Preferred qualifications

- Graduate degree in public policy, public administration, social work, law, or related field.

Core competencies

The successful candidate will:

- Be an effective communicator, in person and in writing.
- Have the demonstrated ability to solve problems.
- Be committed to the mission of the organization.
- Work effectively with diverse groups and individuals.
- Enjoy starting up an agency from the beginning.
- Be comfortable with and work collaboratively with agency leaders, policymakers, the Governor's staff, and stakeholders.
- Know how to effectively manage multiple priorities and tasks.

- Demonstrate critical thinking skills.
- Work well under pressure.

Key characteristics

You will thrive in this position if you enjoy:

- Public service.
- Supporting and engaging diverse groups of people to solve big and small problems, and improve state government processes and services.
- Having a positive, open, flexible and curious attitude.
- Being a team player.
- Learning, growing and innovating.

The Office of the Governor is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam-era veterans are encouraged to apply. Persons needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.