Community Resources

ASSISTANT AGENCY DIRECTOR

Executive Recruitment

County of Orange, California

The Community & The County

Whether for its charming beach towns, picturesque coastline, or cosmopolitan metro areas, Orange County welcomes millions of visitors annually and stands out as one of California's most iconic regions. With a population of over three million residents and encompassing 34 incorporated cities, Orange County is the sixth largest county in the United States. Residents enjoy over 42 miles of pristine beaches, three major harbors, beautiful nature preserves, and approximately 402 miles of riding and hiking trails. Here you'll find abundant sunshine and a temperate climate, top-notch cultural attractions, some of the highest quality public and private schools in the nation, and a thriving corporate and high tech economic center. Home to notable world-class entertainment venues, convention centers, several major sports franchises, and some of the state's most popular destinations such as Disneyland, Orange County is also the safest large county in the state, with vibrant, historic, and diverse neighborhoods—the perfect place to live, work, and explore.

Officially formed in 1889, the County of Orange is a Charter County governed by a five-member Board of Supervisors elected to four-year terms. The County operates with an approximate budget of $10.8 billion and employs 18,000+ staff in its 22 departments and divisions, and strives to create a safe, healthy, and fulfilling place for residents to live, work, and play by providing outstanding, cost-effective regional public services.

OC Community Resources

OC Community Resources (OCCR) is a multi-faceted department comprised of OC Animal Care, OC Community Services, OC Housing and Community Development, OC Parks, and OC Public Libraries. Our mission is to connect people and resources to improve lives, guided by a vision of positively transforming communities throughout Orange County through cultivating opportunities, delivering exceptional experiences, unleashing creativity, acting with integrity, and inspiring synergy.

Position Overview

Working directly with the OCCR Director, the Assistant Agency Director will serve a s key member of the OCCR Executive Team and will assist with planning, directing, and overseeing agency operations with the directors of OC Animal Care, OC Community Services, OC Housing and Community Development, OC Parks, and OC Public Libraries.

This is an executive, at-will position. The Assistant Agency Director serves at the pleasure of the OCCR Director. The selected candidate will be required to enter into an at-will agreement.

- Providing leadership with positive presence, demonstrating initiative and good judgment; demonstrating and maintaining a high level of integrity and credibility while upholding excellence in service.
- Overseeing, planning, developing, integrating, monitoring, and evaluating programs within OCCR.
- Establishing collaborative effective working relationships with Board of Supervisors and other government and community leaders to address strategic initiatives and efforts. Presenting reports, recommendations, and information to the Board of Supervisors, various community groups, and other stakeholders.
- Assumes the duties of the OCCR Director during the absence of the Director.
- Forecasting and monitoring budget, negotiating, and overseeing contract usage, and maintaining awareness of immediate and long-term cost implications when making organizational and operational decisions.
- Providing executive direction regarding staffing, budgeting, information technology, and policies and procedures.
- Identify, formulate and recommend strategic initiatives that promote County business goals and objectives.

The Ideal Candidate

The candidate will have demonstrated progressive experience managing large complex programs within government agencies and experience working within an organization that provides services to an economically and culturally diverse community.

They will be an effective leader and proven manager with exceptional interpersonal skills, organizational skills, strong financial and budget acumen, and a proven track record of navigating change, identifying best practices, and achieving results through others.

The most qualified candidates will demonstrate their ability to lead highly talented staff within a large organization and have significant experience in public or governmental administrative processes. Political astuteness and responsiveness are also key attributes for the successful candidate.

A Bachelor's degree and at least 5 years of experience in managing the operations of a medium to large County division or department.

A Master's degree or advanced degree is highly desirable.

Compensations and Benefits

The salary range for the Assistant Agency Director is $177,548.80 - $336,752.00 annually. Placement within the range will be based on qualifications and experience. The County also offers an attractive benefits package that includes:

Retirement Plan
Benefit formula of 1.62% @ 65 retirement benefits under the Orange County Employees Retirement System (OCERS). New eligible employees who have reciprocal California public service time are required to choose between Plan P (1.62% @ 65) and Plan J (2.7% @ 55) retirement benefit formulas. Employees who select Plan P are eligible to participate in the County's 457 (b) Defined Contribution Plan (1.62%) and receive the County's matching contribution in a 401 (a) Defined Contribution Plan (1.62%), up to 2% of base salary.

Retirement Reverse Pickup Contributions
County of Orange employees are subject to an additional reverse pick up percentage. This is in addition to the normal employee contribution. More information is available on the OCERS website: http://www.ocers.org.

Additional Defined Contribution Plans
401 (a) plan County contributes 4% of the Executive Manager's bi-weekly salary (no employee contribution required); 457 (b) Voluntary participation.

Optional Benefit Plan (OBP)
$4,500 annually (pro-rated if hire or promotion occurs mid-year). Executive Managers may elect a taxable cash lump sum, OBP Health Care Reimbursement Account, and/or 457 Defined Contribution Plan.

Health Plan Coverage
There are currently five different plans to choose from including two Preferred Provider Organizations (PPOs) Plans and three Health Maintenance Organizations (HMOs) Plans.

Health Reimbursement Arrangement (HRA)
Biweekly $61.50 contribution into an HRA account to be used for reimbursements for qualified medical expenses. Funds remain the HRA account and can grow with investments.

Employee Wellness Program
For more information visit the Employee Benefits website at:
https://hrs.oc.gov/wellness

Dental
Dental PPO coverage administered by Blue Shield of California. County covers 100% of premiums for the full-time Executive Manager and eligible dependents.

Vision Coverage
At no cost. Eligible dependents can be added for an additional cost.

Life Insurance and Accidental Death & Dismemberment (AD&D)
Basic amount of $125,000; employee may purchase additional voluntary coverage.

Sick Leave
During the first three years of employment, the accrual time rate will be .0347 hours of sick leave with pay for each hour of pay, which is approximately nine days annually. At the fourth year, the accrual time rate will increase to .0462 hours, which is approximately 12 days annually.

Vacation Accrual
Initial accrual rate at .0577 hours for each hour of pay, approximately three weeks per year, up to a maximum of .0962 hours for each hour of pay, five weeks per year subject to negotiation.

Severance Payment
In the event that at-will employment is terminated, and in addition to a payout for any accrued, unused Vacation Time, the Employee will receive a severance payment, equal to the sum of 90 calendar days of salary and the County's share of the costs of Employee's health insurance premiums.

Auto Allowance
For at-will Executive Managers, a taxable monthly allowance of $765.

Salary Continuance
County will pay 60% of salary for approved applications.

Educational and Professional Reimbursement
Up to $10,000 per fiscal year.

Other Benefits
Voluntary Dependent Care (DCRA) & Health Care Reimbursement Account (HCRA); Employee Assistance Program. For additional information about benefits, visit:
https://hrs.oc.gov/employee.benefits.

To Apply

If you are interested in this opportunity, please submit your resume, cover letter and transcripts online by clicking here or www.governmentjobs.com/careers/oc.

Filing Deadline:

Thursday, May 7, 2026 at 11:59pm

Resumes and transcripts will be screened according to the listed qualifications. Following the closing date, the most qualified candidates will be invited to phone screening interviews. The top qualified candidates will then be invited to selection interviews, tentatively scheduled for the week of June 1st. Candidates will be advised of their status as the recruitment progresses. For any questions, contact Espie Martinez at esperanza.martinez@ceo.oc.gov or (714) 713-1397.