



San Gabriel / Pomona
Regional Center

Director of Community Services

Full-time, Exempt

Salary Range - \$9,699.73 - \$15,197

The Organization

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 30 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school-age children, transition-age youth, to adults and aging adults.

The Position

Reporting directly to the Deputy Executive Director, this position provides strategic leadership and direction for all operations within the Community Services Division, encompassing Resource Development, Vendorization, Transportation, Employment/Housing, as well as the Quality Assurance and Support Teams. This position drives organizational excellence by fostering a culture of collaboration, innovation, and forward-thinking, while ensuring alignment with the agency's mission and strategic priorities.

Essential Job Functions

- Actively participates in shaping agency-wide goals and objectives, including high-level decision making, policy development and establishing procedures and practices for the Community Services Division.
- Actively participates in shaping agency-wide goals and objectives, including high-level decision-making, policy development, and establishing procedures and practices.
- Represents the agency to the Department of Developmental Services (DDS), Community Care Licensing (CCL), and other state/local agencies, as well as serving on committees, task forces, and workgroups to advance organizational priorities.
- Leads the agency's proactive approach to developing and enhancing quality services, fostering a culture of continuous improvement and innovation.
- Ensures that services provided to individuals served meet all regulatory standards.
- Develops and implements guidelines, tools, and forms to ensure consistency and compliance for vendors/service providers.
- Oversees efforts to expand service offerings by introducing new programs, start-up programs, and tailored support to meet the region's diverse needs, including employment initiatives for individuals served.
- Prepares and presents statistical analyses, reports, budgets, and operational plans to guide decision-making and measure impact for Executive Leadership and SG/PRC Board of Directors.
- Conducts regular departmental meetings, facilitates cross-team collaboration, and maintains ongoing communication with managers and direct reports.
- Undertakes other responsibilities as assigned to advance the agency's mission and strategic objectives.

KNOWLEDGE AND ABILITIES

- a. Ability to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws and regulatory requirements.
- b. Advanced working knowledge of Title 17 and Title 22 Regulations.
- c. Familiarity with Department of Developmental Services (DDS) Community Services Division and understanding of rate models and rate structures for vendors is highly preferred.
- d. Ability to think strategically and have knowledge and skills in strategic planning and practice.
- e. Leadership skills that are motivating and include mentorship, coaching, and providing consultation to staff.
- f. Elevated Interpersonal Skills and ability to work collaboratively across the organization within a team-approach.
- g. Ability and skill to communicate effectively with diverse people in diverse settings and on a wide variety of issues.
- h. Strong communications skills, including those that require exploration of alternatives to reaching agreeable outcomes.
- i. Excellent writing skills, particularly in report writing and formulating recommendations for action.
- j. Knowledge and experience in advanced use of Excel for report and tracking purposes.
- k. Ability to work long and varied hours, which may include evenings and weekends, and on-call availability given the unique nature of this position.

Employment Standards

A master's degree in Public Administration/Health, Health and Human Services, or a related field and three years' experience in a management position that includes supervisory responsibilities. A bachelor's degree and five years' experience in a management position may be substituted for the master's degree requirement.

Other Essential Requirements

Employees using a private vehicle for agency purposes must maintain a valid driver's license and minimum liability insurance coverage.

SG/PRC Offers an Excellent Benefits Package including:

- Health Insurance – SG/PRC pays the full cost medical plan coverage for full-time employees. Dependents coverage is offered and available for purchase by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees. dependents. We also offer dental coverage to dependents purchased by employees.
- No cost Vision plan for employees
- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone awards and appreciation time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- 9/80 Alternate Work Schedule
- Most positions are offered a hybrid–remote work option
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a) SG/PRC also offers a 403 (b) matching plan and matches up to 6.2% of the employee's contribution.
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- Participate in the Public Service Loan Forgiveness program

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff. This is an exciting time to join the Executive Administration team.

Diversity, Equity, and Inclusion

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.