



VENTURA COUNTY DISTRICT ATTORNEY'S OFFICE  
INVITES APPLICATIONS FOR

# DIRECTOR OF FAMILY JUSTICE CENTER SERVICES

*Annual base salary from \$142,815 - \$199,076\* plus incentives*

\*Eligible for educational and bilingual incentives



COUNTY of VENTURA



# WHAT WE OFFER

The County of Ventura offers an attractive compensation and complete benefits package. In addition to the salary range for this position of \$142,815.72 - \$199,076.45 annually, depending on qualifications, an employee in this position will also be eligible for the following:

---

**General Salary Increase:** A General Salary Increase (GSI) of 3.5% effective December 20, 2026, and December 19, 2027.

**Educational Incentive:** An educational incentive of 2.5% for completion of an associate degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate degree.

**Executive Annual Leave:** The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service. Credit for prior public service may be considered (Management Resolution, Section 616A).

**Annual Leave Redemption:** The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours of annual leave within the previous 12 months.

**Deferred Compensation:** Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.

**Health Insurance Plans:** Afforded a flexible credit allowance of up to \$25,558 annually for purchasing medical, dental, and/or vision insurance from a group of authorized plans for you and your dependents.

**Holidays:** 12 paid days per year, including a scheduled floating holiday.

**Pension Plan:** Employee and the County contribute to the County's Retirement Plan. An eligible candidate may establish reciprocity with other public retirement systems, such as CalPERS.

**Additional Benefits:** Other benefits include Flexible Spending Account Plans, Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Benefit Reimbursement Program, and a Wellness Program. Incumbents are also entitled to County-paid membership in professional organizations related to their position.



## OUR COUNTY AND COMMUNITY

Experience the best of Southern California living in Ventura County! Perfectly positioned on the "Gold Coast," it is a short trip from both Los Angeles (35 miles northwest) and Santa Barbara (20 miles southeast). Residents enjoy rolling hills and sweeping ocean views spanning across ten cities - Ojai, Ventura, Oxnard, Port Hueneme, Santa Paula, Fillmore, Camarillo, Thousand Oaks, Simi Valley, and Moorpark. The diverse geography includes beaches, harbors, mountains, farmland, the Channel Islands, state parks, and convenient transportation via major freeways, highways, and a coastal railway. All wonderful places to raise a family, offering reputable schools, excellent healthcare, and safe communities.



Ventura Botanical Gardens

## THE DISTRICT ATTORNEY'S OFFICE

The Ventura County District Attorney's Office serves as the public prosecutor for more than 850,000 residents across Ventura County, working every day to protect the community and uphold the rule of law. Under the leadership of District Attorney Erik Nasarenko, a dedicated team of 320 professionals, including attorneys, investigators, victim advocates, and skilled support staff, the office works collaboratively to seek justice, strengthen public safety, and advocate for those impacted by crime. Each role within the organization plays a vital part in ensuring cases are handled with care, professionalism, and a commitment to doing what is right.

Guided by a mission rooted in fairness and integrity, the Ventura County District Attorney's Office is committed to the pursuit of truth and justice while ensuring victims are protected and supported throughout the legal process.

The District Attorney's Office is divided into several divisions, including the Victim and Community Services Division. The Victim and Community Services Division consists of the Crime Victims' Assistance Unit supporting victims through criminal court cases, the Safe Harbor program serving victims of sexual assault, and the Ventura County Family Justice Center.

## THE FAMILY JUSTICE CENTERS

The Ventura County Family Justice Centers are a collaborative effort among District Attorney staff, other public agencies, and community-based organizations serving victims of crimes such as domestic violence, sexual assault, child abuse, and elder and dependent adult abuse. With one center in Ventura operating since 2019, the District Attorney's Office will open locations in Oxnard and Thousand Oaks in the coming years to better serve victims.

# THE POSITION

The Director oversees most aspects of the Victim and Community Services Division. This includes the Family Justice Center in Ventura, as well as the emerging centers in Oxnard and Thousand Oaks. The Director provides key leadership in staff development, sustainability planning, community outreach, and partnership development. The Director seeks sources of funding from various granting agencies and is responsible for ensuring staff compliance with grant requirements. The Director serves as the primary liaison for participating Family Justice Center providers. The Director is also responsible for networking with other family justice centers and family justice center advocacy groups. The Director also serves as an advisor to the Ventura County Family Justice Center Foundation, a nonprofit formed to support the Family Justice Center movement in Ventura County.

The Director reports to the Chief Deputy District Attorney for Victim and Community Services. The Director has oversight over several managers within the division. In addition to the Director's work with the Family Justice Centers, the position will administer the District Attorney's Safe Harbor Program, consisting of facilities throughout the county where police, health care providers, and other community service providers conduct medical evaluations and forensic interviews of sexual assault and child molestation victims.

# THE CANDIDATE

The **ideal candidate** for the Director role is a collaborative, mission-driven leader who is deeply committed to ensuring victims are protected and treated with dignity. This individual brings strong leadership, strategic oversight, and a passion for community service to guide the District Attorney's Crime Victims' Assistance Program and Ventura County's Family Justice Centers. They demonstrate the ability to build trusted partnerships with multidisciplinary teams—including law enforcement, healthcare providers, community organizations, and victim advocates—while ensuring services are delivered with fairness, compassion, and integrity in alignment with the Ventura County District Attorney's Office mission.

The **successful candidate** will have proven experience managing complex programs, developing and implementing standardized operating procedures, and be a dynamic communicator leading teams that support victims of domestic violence, sexual assault, child abuse, elder abuse, human trafficking, and hate crimes. With direct oversight of program managers and coordination of partner agencies across Ventura County's Family Justice Centers, this leader will champion operational excellence, staff development, and collaborative service delivery. They will also oversee the District Attorney's Safe Harbor Program and related facilities, ensuring that victims and families receive coordinated, trauma-informed care while strengthening the community's response to crime and advancing the Office's commitment to justice and public safety.

# EXAMPLE OF DUTIES



- Exercises full administrative authority for planning, organizing, and managing the activities and staff of Safe Harbor East and Safe Harbor West Child Advocacy Centers and develops and oversees the management of the current and future Ventura County Family Justice Center's three (3) facilities throughout Ventura County.
- Functions as liaison between the Family Justice Center's client services and partnering agencies, including the development, implementation, and coordination of the Family Justice Center's on-site Partners Board.
- Markets the services of Safe Harbor, Family Justice Center, and Crime Victims' Assistance programs; establishes and maintains an effective customer service program, and looks for areas of revenue enhancements.
- Serves as liaison to VOICES of Ventura County, coordinates and serves as Master of Ceremonies at annual Crime Victims' Rights Week.
- Plans, supervises, and assists in the planning and operation of in-service and on-site training programs.
- Independently utilizes administrative authority to establish and interpret policies and procedures and explains their application within the context of the victim and client services field.
- Prepares required grant and departmental reports; compiles and analyzes narrative financial information and statistical data to improve operations, identifies program needs and/or changes to service delivery methods, and prepares and submits grant applications as needed.
- Designs effective work processes and monitors performance outcomes and ensures compliance with Safe Harbor, Family Justice Centers, and Crime Victims' Assistance Program grants.
- Presents board letters, resolutions, ratifications, program updates, and other agenda items before the Board of Supervisors.
- Analyzes and prepares budgets, sets rates, and prepares related reports; utilizes administrative authority to approve expenditures related to service delivery.
- Serves as liaison to technical, operations, or administrative staff to analyze new legislation, work methods, or reporting requirements; establishes and makes enhancements to automated systems.
- Develops, negotiates, and monitors contracts and contractor performance.

# TYPICAL QUALIFICATIONS

## EDUCATION/EXPERIENCE:

Considerable supervision, program operation, and management experience, or technical-related experience that has led to the acquisition of the required knowledge, skills, and abilities. The required knowledge, skills, and abilities can be obtained with a:

- Bachelor's degree AND five (5) years of experience managing staff and programs in a public service capacity.

## NECESSARY SPECIAL REQUIREMENTS:

- Significant experience drafting grant applications and managing grant-funded programs.
- Proven commitment to serving underserved populations in an informed and client-centered manner.
- Demonstrated ability to improve data capture systems and utilize data to make informed business decisions.
- Demonstrated ability to work cooperatively with the public, community groups, nonprofits, government officials, and other departmental staff.
- Demonstrated ability to develop, organize, and execute business plans and strategies.
- Possession of a valid California driver's license by the date of appointment.

## SUPPLEMENTAL INFORMATION:

Work is primarily performed in an office environment, but the incumbent will be required to meet with various departments/agencies, business and community groups, the public, and outside vendors. Some travel, primarily within the County, is also required.

**The Director of Family Justice Center Services is an at-will position and is exempt from the Civil Service Ordinance.**



# RECRUITMENT PROCESS

To be considered for this exceptional career opportunity, send a **resume and your cover letter** which illustrates examples of your experience in one of the following ways:

- E-mail your resume and supplemental to: [terri.anderson@venturacounty.gov](mailto:terri.anderson@venturacounty.gov); OR
- Submit an online application and attachments (resume and cover letter) at [www.venturacounty.gov/jobs](http://www.venturacounty.gov/jobs).

## RESUME EVALUATION

To ensure consideration, please submit your materials no later than **Sunday, May 24, 2026**. All relevant work experience, training, and education must be included to determine eligibility.

## INTERVIEW PROCESS

Following a structured evaluation of the resumes, the most qualified candidates will be invited to a panel interview. The top candidates, as determined by the panel, will then be invited to a second interview. The interviews may be consolidated into one process or expanded into multiple interviews contingent upon the size and quality of the candidate pool.

## BACKGROUND INVESTIGATION

The selected candidate will be subjected to a thorough background investigation that will include inquiries into past employment, education, criminal background, and driving record. In addition, the successful candidate will be subjected to Live Scan fingerprinting, state, and federal sex offender websites. Due to grant requirements, the hired candidate will be required to complete a LiveScan every 5 years.

For further information about this recruitment, please contact Terri Anderson by e-mail at [terri.anderson@venturacounty.gov](mailto:terri.anderson@venturacounty.gov) or by telephone at (805) 477-1680.

## EQUAL EMPLOYMENT OPPORTUNITY

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

