## ASSISTANT DIRECTOR OF SERVICES

**ALAMANCE COUNTY DEPARTMENT OF SOCIAL SERVICES**

Applications accepted through December 11, 2019.

Salary - $59,210

This is supervisory and managerial work in directing social work and services programs for Alamance County Department of Social Services. This position will manage majority of the direct services within the Agency including Child Protective Services, Foster Care, Adoptions, Adult Guardianship, Adult Protective Services and all income maintenance programs to include Medicaid, Food and Nutrition and Work First and all Child Support Services. This position will direct the daily activities of the majority of the staff through five high level Program Managers; evaluate quality of services to ensure compliance with standards; oversee organizational changes; have major input, on personnel and budget issues. This position requires a comprehensive knowledge of public social services systems. Work is performed independently under the agency director's supervision. Work usually involves representing the social work programs in meetings with community agencies, local officials, State and federal staff. This position provides specific public relations responsibilities, also responsible for leading, planning, coordinating, implementing and evaluating a variety of human services programs and community planning. Successful applicants must have knowledge of personnel administration, program planning, community collaboration, and fiscal management.

**Knowledges, Skills, and Abilities:** Comprehensive knowledge of the theory, principles, methods and practices of social work and of laws, ordinances and regulations governing human services. Considerable knowledge of the organization and structure of local, state and governmental agencies.

Knowledge of the principles and techniques of human capital management and public or business administration. Knowledge of the department's organization, operation and objectives; of purchasing practices and procedures; and contract administration. Working knowledge of office equipment, computers, and applicable software applications. Ability to develop and organize information and data ; to use Microsoft Office products, especially Word, Excel and PowerPoint; to exercise discretion and sound judgment in analyzing situations and making decisions; to direct employees in the various areas of responsibility; to write clear and concise reports; to communicate ideas effectively both orally and in writing; to collect, summarize and present detailed information; to maintain detailed records; to plan and execute work effectively; to maintain confidentiality; to attend work regularly; and to develop and maintain effective working relationships with state and local officials, associates, subordinates, and the general public.

Considerable knowledge of social work principles, techniques, and practices and their application to casework problems. Considerable knowledge of the principles, methods, and techniques of public and business administration. Considerable knowledge of the organizational structure of state and local governmental and volunteer agencies. Considerable knowledge of social and economic factors and problems existing in the community. Considerable knowledge of modern office procedures, practices, and equipment. General knowledge of personnel policies and procedures. Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness. Ability to maintain working relationships with administrative supervisors, associates, and social, medical, legal, civic, and religious organizations. General knowledge of social, medical, mental and economic factors of the community served.

**Minimum Training and Experience Requirements:**  Master's degree from an accredited school of social work and four years of social work or counseling experience, two of which were supervisory; or bachelor's degree in social work and five years of social work or counseling experience, two of which were supervisory; or bachelor's degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and six years of social work or counseling experience, two of which were supervisory; or an equivalent combination of training and experience.

Alamance County does not discriminate against race, color, national origin, sex, religion, age or disability in employment or the provision of service.

# "AN EQUAL OPPORTUNITY EMPLOYER"