Mecklenburg County Job Description

DSS- Division Director of Economic Services

**POSITION SUMMARY**

The Division Director of Economic Services will lead the Economic Services Division (ESD) which employs approximately 646 employees and has fiscal oversight of an approximately $75 million budget. The ESD Director reports to the Deputy Director of Adult and Economic Services and delivers overall management of the day-to-day operations of the division. The incumbent provides leadership in assigned organizational and program initiatives as well as guidance and direction to the ESD Management team which the incumbent directly supervises along with other assigned support staff.

**ESSENTIAL FUNCTIONS**

* Performing strategic planning initiatives.
* Ensures Federal, state and local policy, rules and regulations are followed.
* Provides oversight and direction for implementation of programs/services.
* Coordinates within the department across divisions.
* Represents division County-wide and to Commissioners
* Leads legislative initiatives.
* Has line authority over a division.
* Makes decisions on the day-to-day operations of the division.

**MINIMUM QUALIFICATIONS**

***Experience and Education***: Bachelor's Degree in a related field and five years of progressively responsible management experience directly related to the area assigned or Master’s degree in related field and three years of program experience with 2 years of supervisory experience.

***Education***: Bachelor's Degree in a related field.

***Equivalent Experience for Education Accepted?*** Yes

***Licenses and Certifications***: Valid NC or SC driver’s license and the ability to obtain and maintain a County Operator Permit.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of**:

* Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
* Principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
* The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
* Laws, legal codes, court procedures, precedents, government regulations, and agency rules, and the political climate.
* Expertise in area of assignment.

**Skilled in**:

* Considering the relative costs and benefits of potential actions to choose the most appropriate one.
* Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
* Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Talking to others to convey information effectively.
* Adjusting actions in relation to others' actions.

**Abilities**:

* Building Strategic Work Relationships – Developing and using collaborative relationships to facilitate the accomplishment of work goals.
* Aligning Performance for Success – Focusing and guiding others in accomplishing work objectives.
* Strategic Decision Making – Obtaining information and identifying key issues and relationships relevant to achieving a long-range goal or vision; committing to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.
* Formal Presentation – Presenting ideas effectively to individuals or groups when given time to prepare; delivering presentations suited to the characteristics and needs of the audience.
* Leading through Vision and Values – Keeping the organization’s vision and values at the forefront of associate decision making and action.

**PHYSICAL DEMANDS**

N (Not Applicable) Activity is not applicable to this position

O (Occasionally) Position requires this activity up to 25% of the time (up to 10 hrs/week)

F (Frequently) Position requires this activity from 25% - 60% of the time (10 to 24 hrs/week)

C (Constantly) Position requires this activity from 67% or more of the time (26 or more hrs/week)

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|  ***Physical Demands*** | ***Lift/Carry***  |
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| --- | --- | --- | --- | --- |
| Stand  | O  |  |  |  |
| Walk  | O  |  |  |  |
| Sit  | C  |  |  |  |
| Manually Manipulate  | F  |  |  |  |
| Reach Outward  | O  |  |  |  |
| Reach Above Shoulder  | O  |  |  |  |
| Climb  | N  |  |  |  |
| Crawl  | N  |  |  |  |
| Squat or Kneel  | N  |  |  |  |
| Bend  | N  |  |  |  |
| Grasp  | O  |  |  |  |
| Speak Hear | C C |  |  |  |
| ***Vision Requirements (check all that apply)*** |  |  |  |  |

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| --- | --- |
| 10 lbs or less  | O  |
| 11-20 lbs  | O  |
| 21-50 lbs  | N  |
| 51-100 lbs  | N  |
| Over 100 lbs  | N  |

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| ***Push/Pull***  |
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| --- | --- |
| 12 lbs or less  | N  |
| 13-25 lbs  | N  |
| 26-40 lbs  | N  |
| 41-100 lbs  | N  |

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 Close \_X\_

 Distance \_X\_

 Color \_X\_

 Peripheral \_ \_

 Depth \_\_\_

**WORK ENVIRONMENT**

Moderate noise is typical for the work environment for this job.

**REASONABLE ACCOMMODATIONS STATEMENT**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.