**director of social services\* - 7990**

**GENERAL DEFINITION OF WORK:**

Performs complex professional and administrative work directing all social service and public assistance activities and programs in the county; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assessing, planning, managing and directing all social service and public assistance programs; coordinating work with other human service and other county agencies; maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

* Plans, organizes, manages and directs the work of all department staff engaged in providing public assistance and social services programs in keeping with North Carolina General Statutes 108A, Part 2.
* Supervises program activities through chief supervisors who are delegated operating responsibilities.
* Develops management and programmatic strategies to ensure available resources are best employed to meet program needs.
* Evaluates human services needs within county and develops strategies to meet those needs.
* Communicates program changes and emphasis to staff governing bodies and the community at large.
* Oversees the maintenance of a variety of records and files; prepares reports on agency programs and activities.
* Researches and develops resources for social service programs; oversees the preparation of grant applications.
* Plans and coordinates implementation of grant funded programs.
* Conducts staff conferences and directs staff development projects.
* Reviews policies, rules and procedures and makes recommendations for changes in the interest of improving operations, programs and services.
* Maintains extensive contact and coordinates programs with numerous human service and other county agencies.
* Develops plans and strategies for improving and coordinating services of community resources; gives talks; Interprets program regulations, procedures and explains services and eligibility requirements and procedures.
* Prepares annual budget and monitors expenditures.
* Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and methods of administration, including planning, directing and personnel and fiscal management; comprehensive knowledge of human behavior essential to working effectively with individuals and groups; comprehensive knowledge of current social, economic, legal and health problems associated with program activities; comprehensive knowledge of public welfare policies and programs, and the laws upon which they are based; ability to plan, organize and direct a large staff of professional and nonprofessional employees; ability to plan and execute effective in‑service training and staff development programs; ability to express complex ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with officials, associates, community agencies and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with a Masters degree in social work and extensive administrative experience.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the State of North Carolina. Must meet and maintain all education, training and experience requirements for position as defined by the State of North Carolina.