**Position**: Director – Social Services

**Position Status**: Full-Time

**Department**: Social Services

**Salary Range**: $84,668.29 - $119,634.08

**Opening Date**:January 16, 2024

**Closing Date**:February 14, 2024

**Position Description**:

An employee in this class performs difficult, complex administrative and managerial work with primary responsibility for planning, organizing, staffing and directing the agency internal operations under the direction of and through delegation from the Consolidated Human Services Director. Tasks typically include program supervision and responsibility for division fiscal, personnel, strategic planning and intergovernmental relations functions. The Director supervises and manages the agency administrative functions and has direct administrative supervision of agency program/team leaders. Works under the direct supervision of the Consolidated Human Services Director.

**Responsibilities**:

* Provides day-to-day supervision of program supervisors, and fiscal, personnel, and facility management.
* Works with the supervisors, evaluates the various programs, keeps the CHS Director advised of the effectiveness of current programs, initiates necessary changes required for the improvement of programs and assesses the need for new programs.
* Responsible for ensuring agency compliance regarding general statutes, mandates, and programmatic changes.
* Initiates and coordinates the interviewing process for all vacant positions.
* Manages the departmental budget, to include oversight for all accounting functions, contracts, spending trends, accounts receivable, invoicing and payments.
* Plans and ensures institutional effectiveness regarding all administrative, operational issues and service in conjunction with the CHS Director and agency supervisors.
* Works with the CHS Director to develop and implement agency policies and procedures.
* Confers with the agency leadership team for long and short range planning with the primary responsibility for those areas that cross program lines.
* Acts for the CHS Director in personnel and management team matters in the CHS Director's absence.
* Responsible for special projects/assignments as assigned by the CHS Director including media relations, intergovernmental relations and community relations.
* Responsible for ensuring the security and safety of staff and clients.
* Responsible for grants management and contract monitoring activities for the agency.
* Collaborates with the CHS Director and the Assistant Health Director in planning and undertaking departmental and county initiatives.
* In the event of an emergency, as determined by the County Manager or designee,

participation in preparedness and response operations is expected. Employee is required to fill a temporary assignment in a role different from standard duties, work hours and/or work location in preparation for, during, and after the emergency. Employee is also required to participate in relevant exercises and regular preparedness training.

**Qualifications**:

* A master’s degree in social work and two years of supervisory experience in the delivery of client services; or
* A bachelor’s degree in social work and three years of supervisory experience in the delivery of client services, one of which must have been in Social Services; or
* Graduation from a four-year college or university and three years of supervisory experience in the delivery of client services, two of which must have been in Social Services; or an equivalent combination of training and experience.
* Experience as a DSS Director from another North Carolina County is preferred, followed by extensive experience as an Assistant DSS Director or Program Administrator.