# Johnston County

Deputy Director of Social Services

**SALARY** $42.35 - $71.99 Hourly

$88,085.93 - $149,746.08 Annually

**LOCATION** NC 27577, NC

**JOB TYPE** Full-Time **JOB NUMBER** 02177

**DEPARTMENT** Social Services **OPENING DATE** 05/14/2024

**CLOSING DATE** 5/30/2024 11:59 PM Eastern **FLSA** Exempt

**Johnston County is an Equal Opportunity Employer.**

# Description

The Johnston County DSS mission is to serve, aid and protect needy and vulnerable children and adults in ways that strengthen and preserve families. We provide human services programs that are intended to promote the health, well- being, self-sufficiency and protection of families, children and adults within our community.

Johnston County Department of Social Services has an immediate opening for a Deputy Director of Social Services, located at 714 North Street, Smithfield. Located in the eastern half of North Carolina and part of the Research Triangle Region, Johnston County is part of the fastest growing region of the state. Johnston County is the fastest growing county in the state with a population of 216,000 residents.

A copy of an unofficial transcript must be attached to the application at time of submission for qualification purposes. Please note should a transcript not be attached, it will be requested.

Please note: Final candidates subject to pre-employment drug screen and background check (includes criminal and motor vehicle records).

# Duties and Responsibilities

The Johnston County, NC Department of Social Services (DSS) is seeking an innovative and progressive leader to serve as the Deputy Director of Social Services. The ideal Deputy Director is a strong, and motivated independent leader with the strategic thinking, planning and executive administration skills to partner with the Director of Social Services and other staff to effectively carry out the mission of the agency. This position involves highly responsible administrate work to provide day-to-day supervision of assigned duties and child welfare programs, which includes Program Managers, Supervisors, and employees within the Child Welfare Department. This position involves a great deal of independent judgments, accountability, creativity and initiative, based upon the general statues, county, state and federal and state statues, policies and regulations and County policies and directives, including but not limited to overseeing all assigned child welfare programs under the direction of and through delegation from the DSS Director.

The Deputy must possess a strong child welfare background and be every knowledgeable regarding child welfare funding, (IV-E, state and county) auditing records, developing the agency’s written polices and Standard Operating Procedures, throughout DSS. The person will work with the Quality Assurance and Training Department to coordinate and track audits, for the Children’s Services Department, analyze workflow of the department, tracking and providing reports to the DSS Director on state and federal performance measures, supervise and direct subordinates and ensure compliance with local, state and federal fiscal and personnel regulations and confidentiality. The Human Services Deputy Director is also responsible for working directly with the Director and other Management Team members in internal planning, budgeting, community planning and community relations. Responsibility also includes researching and analyzing information in order to propose new or revised projects, policies or procedures when necessary, program and service delivery evaluations for efficiency and effectiveness, and total responsibility for specifically assigned administrative or agency projects

The Deputy has the authority to act for the director in personnel and management team matters in the Director's absence as assigned. Works with the Division Heads, evaluates the various programs, keeps the Agency Director advised of the effectiveness of current programs, initiates necessary changes required for the improvement of programs and assesses the need for new programs, budgeting, community planning and community relations. The Deputy is also responsible for special projects/assignments as assigned by the DSS Director including media relations, intergovernmental relations and community relations. This person has the responsibility of ensuring the security of the physical plant and the safety of staff and clients and is responsible for grants management and contract monitoring activities for the agency.

# Knowledge, Skills and Abilities

Requires thorough knowledge of management principles, methods, techniques and practices; thorough knowledge of local county or state organization and operations, objectives and applicable federal and state laws, rules and regulations; extensive knowledge of child welfare laws, policies and practices, including supervision in child welfare; thorough knowledge of child welfare data sources and using data to drive training, practice improvements and streamlining services.

Extensive knowledge of County personnel and budgetary rules, regulations procedures; ability to exercise sound judgment in analyzing situations and making decisions; and skill in organizing workflow, coordinating actives, increasing agency morale and professional development of staff. Effective interpersonal communication, Ability to establish and maintain effective working relationships with agency personnel, county officials and the general public. Budgeting, accounting, planning, program evaluation and office management.

Ability to interpret and apply laws and policies to specific problems relationship to agency activities General knowledge of social, medical, mental and economic factors of the community served. Ability to plan, coordinate and direct a staff of technical, professional, clerical and medically related personnel

# Desired Education and Experience

Master's degree in public administration, business administration, social work, or human services field and two years of management experience in a human services agency or business, with a preference for one year of management experience in a human services agency.

Or

Graduation from an accredited four-year college or university with a human services, business or related degree and four years of management experience in a human services agency or business, with a preference for two years of management experience in a human services agency.

Preference:

Strong preference for candidates with a Master's degree from an accredited school of social work & having served in management in a Department of Social Services.

***NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Other duties may be assigned.***

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### Agency

Johnston County

### Address

204 S. Second Street

P.O Box 1049

Smithfield, North Carolina, 27577

### Phone

(919) 938-4700

(919) 938-4702

### Website

[http://www.johnstonnc.com](http://www.johnstonnc.com/)

# Deputy Director of Social Services Supplemental Questionnaire

## \*QUESTION 1

#### Please select your highest level of education completed.

 Master's degree from an accredited school of social work  Bachelor's degree from an accredited school of social work

 Master's degree in Human Services from an accredited school  Bachelor's degree in Human Services from an accredited school  PhD or other professional degree

## \*QUESTION 2

#### How many years of experience do you have in a human services agency? (To receive credit, this experience must be documented on your application.)

 None

 Less than 1 year  1 - 3 years

 3 - 5 years

 5 -7 years

 7 or more years

## \*QUESTION 3

#### How many years of demonstrated knowledge of management practices and/or experience supervising the work of others do you possess? (To receive credit, this experience must be documented on your application.)

 None

 Less than 1 year  1 - 3 years

 3 - 5 years

 5 - 7 years

 7 or more years

## \*QUESTION 4

#### Please list the area in which you are most proficient? (NOTE - proficient is defined as having 1 or more years of experience at hands on level and/or directly supervising the area) ex. Child Welfare, Budget Management, etc...  Adult Services

 Medicaid

 Child Welfare

 Grant Management

## \*QUESTION 5

#### Do you have any experience in managing a Social Service/Human Services budget and overall financial management responsibility?

 None

 1-4 years of experience  5-9 years of experience  10+ years of experience

## QUESTION 6

#### Have you completed the North Carolina Child Welfare Pre-Service training for Child Welfare?

 Yes  No

## QUESTION 7

#### When did you complete the North Carolina Child Welfare Pre-Service training? State N/A if not applicable.

* Required Question