



PRINCE GEORGE COUNTY, VIRGINIA

August 2018

DEPUTY DIRECTOR, SOCIAL SERVICES

FLSA Status: Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and technical work in the administration and enforcement of social services and related policies, Code of Virginia and guidance; performs and supervises plans reviews and audits; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, 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, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Acts in the place of the Social Services Director in their absence;
Plans, organizes and directs staff / Programs;
Responsible for all social service and financial programs and directly supervises line staff and /or senior staff;
Conducts meetings as necessary;
Assist in establishing the goals and objectives for the Department of Social Services;
Prepares reports and makes presentations as needed;
Advises the Social Service Director on a variety of issues and undertakes special projects;
Authorizes, coordinates and directs the programs of Foster Care, Adoption, Adult Services, Adult Protective Services Programs and Administrative Programs;
Communicates the mission of the agency and duties to the community and to other departments; Researches and develops agency resources, such as grants; Conducts staff conferences; plans case studies, and plans and directs staff development projects; Conducts program appeals hearings and renders written decisions; Makes recommendations for changes in the interest of improving operations;
Manages and coordinates workflow of senior staff within multiple program areas;
Participates in and leads special projects;
Coordinates audits and prepares audit narratives;
Works with Board of Social Services in the preparation of agenda of administrative matters;
Recommends policy and legislation changes through the presentation of reports and budget items, impact statements and directives;
Makes short and long term decisions based on needs/problems, data, state and national trends and directives, and task force findings;
Obtains and manages the agency's resources;
Assists in the preparation of the agency budgets;
Tracks expenditures, anticipates trends and redirects resources based on priority of needs;
Authorizes expenditures for special funds;

Determines need for new programs/services or need to modify existing ones;
Assists in interviewing, hiring, and reassigning staff as needed;
Communicates Social Services program;
Acts as a department spokesman with public and liaison on legislative issues;
Serves on committees and board and gives presentations as needed or requested;
May be delegated responsibilities of typical personnel matters and daily operation of the agency by the Director;
Approves special placements of children pending formal action by the Board of Social Services;
Communicates and plans with other Department Directors;
Collaborates with community partners, such as County or City officials, department directors and other social service agencies;
Interprets policy and programs to other agencies.
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Must have a valid Virginia Driver's License;
Performs related tasks as required;

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of: the current social, economic, and health issues relating to clients in jurisdiction; Social Security Act; laws and regulations on administration of welfare services; social services offered in the county or city; available public and private resources and services for the needy; social work case load management; methods and techniques of counseling with clients; literature, trends and developments in the field of human services administration; and basic principles of community organization and supervision.

Comprehensive knowledge of: management practices and principles of supervision; business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources; principles and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information systems; program planning, fiscal management and program funding sources; organization and structure of local, State and Federal government, and volunteer agencies, particularly regarding human services; and research methods and statistical analysis. Skill in operating office equipment, including the personal computer and related equipment.

Demonstrated ability to: work effectively with others; communicate effectively both orally and in writing with diverse group of persons; conduct research; plan and direct social services programs of varied natures; interpret and implement policies and regulations and enforce Local, State, Federal laws, ordinances, rules and regulations; supervise the work of division managers that supervise multiple program and administrative supervisors; mobilize community support and generate community awareness of programs offered in the county; establish and implement effective management and administrative programs and procedures; represent the agency before the Boards or Councils; provide reasoning and application of logical thinking for problem solving; provide leadership in system designs, personnel management, and budget formulation; negotiate contracts to support program and policy objectives; and analyze, initiate, concentrate and be creative with ingenuity.

EDUCATION AND EXPERIENCE:

Master's degree in human services field, a behavioral science, counseling, business or public administration or related field supplemented with professional experience in social work or other human services field with considerable supervisory or other management work experience preferred **OR** any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

Requires undergoing Central Registry background checks. Individual cannot be listed with any state's Department of Social Services as having a record of a "founded" child abuse complaint. Occasional weekend work, work during inclement weather, or work during other unusual conditions may be required.