

DIRECTOR, DIVISION OF SOCIAL SERVICES

DESCRIPTION OF WORK

Work in this class involves directing the activities of the Division of Social Services of the Department of Human Resources.

Employee is responsible for the development and coordination of Social Services policy and programs for the State and for the implementation of these policies and programs through the 100 County Departments of Social Services. These programs include, but are not limited to: Family Services, Children's Services, Adult Services, Psychological Services, numerous special projects' Food Stamps, Public Assistance, Medicaid, and Social Security Disability Determination. Program implementation supervision is accomplished through a large regionally based staff in the four Department of Human Resources regions statewide. Employee is also responsible for administrative supervision of a large fiscal staff, which administers an annual budget in excess of 400 million from 12 different funding sources, and a Manpower program from approximately 1,000 employees. Considerable contact with numerous federal, State, and local agencies and the general public is required. Work is performed under the general direction of the Secretary of Human Resources and is evaluated on the basis of program success and public reaction to programs.

RECRUITMENT STANDARDS

Knowledges, Skills and Abilities

Thorough knowledge of government program administration.

Thorough knowledge of Social Services needs in North Carolina.

Thorough knowledge of federal and State laws, regulations and rules attendant to Social Services program implementation.

Ability to coordinate and direct employees and programs in the various areas of responsibility.

Ability to develop and maintain effective relationships with federal, State, and local officials and the general public.

Minimum Education and Experience

A Master's degree in social work or business or public administration and four years high level government program work experience in a managerial or supervisory capacity; or graduation from a four-year college or university preferably with a human services related degree, plus five years of the preceding type experience; or an equivalent combination of education and experience.