

COUNTY SOCIAL SERVICES PROGRAM ADMINISTRATOR II

DESCRIPTION OF WORK

This is administrative work assisting in directing the larger or more complex divisions of a large county department of social services.

Employees assist in planning, organizing, coordinating, and directing a large family and children's services program or a combination of smaller complex functions in one of the largest local departments of social services. Work may involve the application of advanced professional casework knowledges and skills in the supervision administration, and evaluation of social work and related activities. Work is performed independently under the administrative supervision of a county social services director and is reviewed through regular conferences and periodic reports.

EXAMPLES OF DUTIES PERFORMED

Assists in planning and directing the activities of the family and children's service division, or a combination of smaller complex divisions, consults with the director on planning new activities; keeps him informed on trends, changes, and problems within the programs.

Consults with unit administrators and supervisors in relation to divisional programs; coordinates services of various units for the most effective means of serving people in the community.

Acts for the director in matters pertaining to family and children's services in national, regional, and state conferences and meetings.

Establishes and maintains organizational relationships with the other agencies and groups for the purpose of developing resources within the county which will provide more efficient services to clients.

Acts as liaison between director and divisional staff in matters pertaining to policies and procedures and general administration of the program.

Participates in staff development and training programs.

Consults with the business officer and the director on budget and personnel matters for the division.

Performs related work as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of social work principles, techniques, and practices and their application to casework problems.

Considerable knowledge of the principles, methods, and techniques of public and business administration.

Considerable knowledge of the organization and structure of state and local governmental and volunteer agencies.

Considerable knowledge of social and economic factors and problems existing in the community.

General knowledge of personnel policies and procedures.

Ability to initiate and install administrative programs and procedures and to evaluate their effectiveness.

Ability to direct and supervise a staff of employees engaged in a variety of social work activities.

Ability to maintain working relationships with administrative supervisors, associates, and social, medical, legal, civic, and religious organizations.

Ability to express ideas clearly and concisely and to plan and execute work effectively.

Rough Draft
NC 09874

Minimum Education and Experience

Graduation from a four-year college or university and six years of administrative experience in government or business; or nine months of graduate training in an accredited school of social work and five years of supervisory or administrative experience in social work; or an equivalent combination of education and experience.