

For more information and to apply for this position go to <https://virginiajobs.peopleadmin.com>.

The Job Posting Number is 1031148. Application deadline is December 3, 2017.

The City of Galax is an Equal Opportunity Employer

### **Social Services Director I**

The Virginia Department of Social Services is seeking an experienced, passionate human services official/administrator to lead a small social services department located in Galax, Virginia.

Galax is an independent city in the southwestern part of the Commonwealth of Virginia. In 2015 the estimated population was 6,941. Galax, Virginia is the gateway to the Blue Ridge Mountains. The City is rich with tradition, shopping, recreation and scenic beauty. A visit to Galax offers everything from quaint downtown shops to hiking and Old Time Bluegrass Music festivals. It is also home to the largest Old Time Bluegrass Fiddler's Convention as well as the New River Trail.

This position is responsible for oversight of all social service and financial programs for this level I agency. It directly supervises line staff and supervisors and is responsible for all human resource functions as prescribed by the local board of Social Services.

In addition, the position: develops department budget and monitors expenditures; plans and coordinates implementation of programs; ensures quality of services and maintenance of records / files; develops policies, procedures, rules and regulations to meet needs of clients and department; develops plans to meet changing regulations and program requirements; collaborates with community partners, such as County or City Administrator, department directors and other social service agencies; prepares reports and makes presentations; researches and develops agency resources, such as grants; plans and directs employee development initiatives; conducts program appeals hearings and renders written decisions; makes recommendations for operational improvements interprets and explains programs, regulations, procedures and eligibility requirements.

The Local Director serves as the Fiscal Agent for the administration of the Comprehensive Services Act (CSA); this includes functioning as a collaborative partner, overseeing compliance with the provisions of the CSA.