

SPOTSYLVANIA COUNTY
Department of Human Resources
9104 Courthouse Road, P.O. Box 605
Spotsylvania, VA 22553

<http://www.spotsylvania.va.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
Deputy Director of Social Services**

An Equal Opportunity Employer

SALARY

\$82,031.00 - \$106,640.00 Annually

ISSUE DATE: 06/03/19

FINAL FILING DATE: Continuous

THE POSITION

Under limited supervision, performs highly responsible supervisory and administrative work that supports the general management and activities of the Department of Social Services. Work involves coordinating and directing the efforts and resources of multiple units of the agency as delegated by the Director, including direct supervision of specific professional and/or clerical staff; reviewing and analyzing services, procedures, and policies; and leading/assisting with quality improvement efforts within the agency. Employee must establish and maintain productive working relationships with agency staff and stakeholders, County and State officials, other local departments of social services, and community partners. Employee participates in planning and developing strategies to achieve sustainable positive outcomes for at-risk populations. Reports to the Director of Social Services.

SPECIAL DUTIES & RESPONSIBILITIES

Supervises management staff; acts in place of the Social Services Director when absent; plans, organizes and directs staff/programs.

Coordinate data/information management for the agency to include collection, reporting, and analysis of on-going key performance metrics and specific, short-term performance reviews.

Establishes and leads cross-agency or unit specific action teams created to address targeted gaps in service delivery or support processes.

Assists with the development, monitoring, and administration of the agency budget.

Writes, revises and interprets programs and operational policy of the department and

recommends/interprets state/federal policy as it applies to department operations.

Consults with and advises the Social Services Director on major operational and program matters.

Cultivates and maintains relevant and productive relationships with community human service agencies to include both established and informal organizations; assessing and identifying needs/resources in the community, providing program coordination, and leveraging state, federal and private resources to serve at-risk individuals and the community at large.

Serves as the primary VEMAT rater for the agency, maintaining current knowledge of policies and recommended practices and ensures agency compliance with same.

Researches, prepares and reviews grant proposals for available public/private funding for programs or initiatives administered by the department. Monitors program grants to determine compliance with prescribed policy, procedures and operating standards, program regulations, or contractual requirements and ensures proper and timely submission of required reports to funding agencies.

ADDITIONAL JOB FUNCTIONS

Maintains a comprehensive, current knowledge of applicable laws, regulations, policies, or other guidelines; reads professional literature; maintains professional affiliations; attends workshops and training sessions.

Makes presentations to community groups, boards and commissions.

Performs other related duties as required.

MINIMUM TRAINING & EXPERIENCE

Possess a minimum of a bachelor's degree in Human Services, Social Services, Business Administration, Public Administration, or closely related field, with a master's degree preferred; supplemented by professional experience in social work or other human services field with at least three (3) years supervisory or other management work experience in human service delivery systems, experience in work system quality assurance/control; and proficiency in a variety of software applications; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.