



PRINCE WILLIAM COUNTY GOVERNMENT
invites applications for the position of:

Community Services Administrative Division Manager

An Equal Opportunity Employer

POSITION #: 167007
DEPARTMENT: COMMUNITY SERVICES
SALARY: \$81,432.00 - \$138,274.50 Annually
OPENING DATE: 06/18/19
CLOSING DATE: 07/07/19 11:59 PM

INTRODUCTION:

Are you a versatile and innovative professional public administrator who can bring strong leadership and analytical skills to an organization whose mission is a commitment to improving the quality of life for youth and families with issues related to mental health, substance abuse and developmental disabilities? Then Prince William County Community Services (CS) is for you. CS created a new Administrative Services Division Director and is seeking applicants who will oversee the department's budget, financial management, data reporting, information technology and quality assurance programs. The Division Director will oversee a \$45+million budget with total staffing close to 400 employees and coordinate the efforts of the Administrative Division's 35+ professional staff.

This position requires strong communication and leadership skills and the ability to think structurally and strategically. If you have ability to facilitate communication and coordination among programs and divisions, state agencies, executive management and county boards, you possess keys to be successful in this position. This is a highly responsible administrative and management role that involves assisting the executive director in planning and directing complex departmental projects and supporting operations. This position requires thorough working knowledge of departmental programs, procedures and policies, and the exercise of extensive initiative and independent judgement. Work is performed under general supervision of the director, but considerable independent judgement is exercised in daily operation. This position will be responsible to ensure Community Services is in compliance with all applicable State and Federal laws, regulations and contractual agreements.

PREFERENCES:

Experience working in behavior health or human services setting and knowledge of HIPAA and other privacy statues

Experience in development, preparation and presentation of Budget to department, state and county committees and boards

Experience in extracting data from automated systems to meet reporting requirements

Experience managing IT of a large organization, such as coordinating hardware replacements,

rolling out new software initiatives and implementing solutions for a mobile workforce

To learn more about Prince William County's Department of Community Services click [here](#).

Entry Salary Range: \$81,432.00 - \$109,863.00

To view the full job announcement and apply online click on the following link: [CSDIVMGR](#)

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