



Virginia Department of Social Services

DEPUTY COMMISSIONER, ADMINISTRATION

At the Virginia Department of Social Services, we put people at the center of everything we do. We believe that every Virginian can live a life of dignity and that all voices, ideas and experiences contribute greatly to our pursuit of excellence. Inspired by continuous improvement, we commit ourselves to listening, learning and cultivating environments of trust, respect and positive engagement. Together, we are mission-driven, eager to achieve, and passionate about bringing the best of who we are to those we serve. We design and deliver high-quality human services that help Virginians achieve safety, independence and overall well-being. We are a \$2 billion agency – one of the largest in the Commonwealth of Virginia – partnering with 120 local departments of social services and 31 community action agencies, along with faith-based and non-profit organizations, to promote the well-being of children, adults, and families statewide. We proudly serve alongside 1,650 (state) and 12,200 (local) human services professionals throughout the Social Services System, who ensure that thousands of Virginia’s most vulnerable citizens have easy access to the services and benefits available to them. These are incredibly exciting times at VDSS! We are leading many aspects of the pandemic recovery and driving unprecedented, progressive organizational change to create platforms for industry-leading innovations with the goal of delivering the best possible outcomes for Virginians. Join our team, drive the change, make a difference!

Job Description:

We are offering an exciting opportunity for an experienced, dynamic and innovative senior executive leader to serve as our Deputy Commissioner for Administration (DCA). The DCA reports to the Commissioner and works collaboratively as an Executive Team member in setting and implementing the agency’s key priorities, shaping organizational culture, building capacity and mutual accountability across the organization. The DCA provides both strategic and operational leadership to a portfolio of administrative functions including Finance, Budget, Human Resources, Organizational Development, Procurement and Contract Administration, Facility Management/Logistics, and Emergency Management. The ideal candidate will be able to demonstrate servant leadership, strategic partnership, skillful communication, staff development, and cross-functional collaboration. The ideal candidate will also focus on mobilizing teams and resources to drive results that not only meet but exceed performance benchmarks while seeking to continually improve program delivery by the local departments of social services, for which the Commonwealth provides oversight and support.

The Deputy Commissioner for Administration:

- Leads and oversees the agency’s budget and financial management including budget proposals for the General Assembly, general accounting, financial statements and records, financial reporting and legislated filing, revenue and cash management, financial policies and procedures, and audits.
- Leads and oversees the agency’s General Services division which provides a range of support services to the agency in the areas of procurement, contract management, properties and facilities management, mail services, parking and transportation, and emergency management.
- Leads strategic planning and oversight of the agency’s organizational development function (organization design, transformational change, employee engagement, organizational culture, leadership & employee development), as well as the agency’s human resource’s function (talent acquisition, benefits, compensation, employee relations, policy, workforce health & safety), workforce information management and data analytics.

Minimum Requirements:

- Bachelor's degree or higher in public administration, business administration, or related field from an accredited college or university or a combination of education, training and experience that demonstrates the ability to successfully perform the duties of the position.
- Current or previous federal, state, or local government experience in major portfolio functional responsibilities (Human Resources, Organizational Development, Budget and Finance, Procurement, General Services, and Emergency Management).
- Extensive experience building strategic relationships through networks, alliances, and coalitions to achieve common goals.
- Extensive experience in senior or executive level management leading major portfolio administrative functions including budget development and financial management, procurement and contract administration, and human capital management.
- Extensive experience leading major change initiatives within an organization.
- Extensive experience coaching, developing, and inspiring senior-level direct reports.

Preferred Requirements:

- Master's degree in Business Administration or other related graduate degree or certification(s).

Competencies:

Communication – Communicate with Integrity and Trust: The ability to communicate truthfully and directly, to keep promises and honor commitments, to accept responsibility for one's actions, and to behave in a way that is consistent with espoused values.

People Orientation – Practice Empathy: The ability to take an active interest in the concerns of others, pick up cues to what's being felt and thought, and sense unspoken emotions. Leaders who are skilled at this competency listen attentively to understand the other person's point of view and can communicate effectively with many different types of people.

Operational Excellence – Plan Strategically: The ability to develop and drive a shared understanding of a long-term vision for what the organization needs to look like in the future. He or she determines long-term objectives to achieve them, and prioritizes resources, making sure that accountabilities and expectations for executing a strategy are clear.

Collaboration – Develop Organizational Savvy: The ability to stay abreast of what is happening across the organization, understanding how different parts are inter-connected, and aware of how decisions and actions directly and indirectly affect them. Savvy individuals understand the dynamics of key stakeholders, where the hubs of information and decision-making are, and use that information to establish alliances to drive results.

Learning & Innovation – Think Strategically: The ability to use broad understanding of the organization's strengths, weaknesses, problems and opportunities, along with a long-term perspective on social, economic, political and global trends, to apply insight and creativity to the development of strategies that help the organization achieve its mission and vision.

Leadership – Lead Organization: The ability to communicate a vivid, appealing picture of what the organization needs to look like in the future. A leader with this competency clearly communicates the need for change and gaining people's commitment to support and contribute to the transformation. He or she puts in place a realistic plan to achieve the desired outcome and ensure it is appropriately resourced and managed.

Salary:

Salary commensurate with experience.

Location Information:

Located in Virginia's capitol, the Virginia Department of Social Services is situated in downtown Richmond – a lively city full of rich history, culture, shopping, a spectacular restaurant scene, and many ways to get outside and enjoy nature. Changes of scenery are a short car ride away! Richmond is also centrally located between the Washington metro area, the coastal Hampton Roads region and the mountains of the Piedmont Region.

You may apply through the Commonwealth of Virginia recruitment site –

<https://virginiajobs.peopleadmin.com/postings/219938>