



VIRGINIA DEPARTMENT OF SOCIAL SERVICES

ASSOCIATE DIRECTOR #W5132 LOCAL ENGAGEMENT & SUPPORT DIVISION

At the Virginia Department of Social Services (VDSS), we are passionate about our mission of people helping people triumph over poverty, abuse, and neglect to shape strong futures for themselves, their families, and communities. These are incredibly exciting times at VDSS! We are 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, and make a difference!

Job Description:

The Associate Director (AD) reports to the Division Director and is a member of the Local Engagement and Support (LES) Leadership Team. This position assists and supports the Division Director in every facet of the administration of the Division including workforce management, representing the Division and VDSS, providing operational and strategic leadership to multiple functional areas, resource development, financial management, strategic planning and execution, and communications. The AD will develop effective working relationships with internal and external partners/stakeholders to ensure the effective implementation of programs and operations in alignment with the strategic goals of the Department.

Minimum Requirements:

- Considerable knowledge of the Commonwealth's state supervised, locally administered social services system.
- Bachelor's degree in Public Administration, Human Services, Organizational Leadership, Business Administration, or a related field, or a combination of education, training, and experience that demonstrates the ability to successfully perform the duties of the position.
- Ability to lead professional staff, administration, and budget.
- Experience in budget development and fiscal management.
- Skill in building individual/team capacity and enhancing skills by identifying learning needs and implementing training and mentoring programs.
- Considerable experience managing the operations of complex business functions in a multi-tiered, ever-changing environment.
- Demonstrated ability in developing and leading high caliber, results driven teams to fulfill operational needs or requirements.
- Ability to develop and sustain effective working relationships with people at all levels.
- Ability to demonstrate and create a culture of collaboration, innovation, and empowerment.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Ability to communicate relevant information accurately and timely in a manner in which it is easily understood.
- Ability to optimize organizational effectiveness and operations.
- Experience with analyzing complex work problems, leveraging resources and strategic relationships to reach solutions.
- Proficiency in Microsoft Office products including Word and Excel.
- Valid Driver's License.

Preferred Requirements:

- Advanced degree in Public Administration, Human Services, Organizational Leadership, Business Administration, or a related field.
- Comprehensive knowledge of federal, state, and local laws and regulations pertaining to human services delivered through the Virginia Social Services System.
- Management experience in a state or local human services environment.
- Working knowledge of LEAN methodology and/or certification.

Competencies Required Include:**Connect with Presence**

The ability to communicate verbally and non-verbally with confidence, composure, credibility, and connection.

Develop Others

Delegates responsibility and provides people with the opportunity to develop new skills, strengthen areas needing improvement, carry out challenging assignments, and accept new responsibilities. He or she also empowers others by conveying confidence in other's ability to be successful.

Drive for Results

Communicates business goals, outcomes and performance measures, and clarify priorities. Translate ideas into actions and look for ways to quickly overcome barriers.

Build Coalitions

The ability to recognize the interests of others in different parts of the organization and to establish alliances and achieve business goals.

Know the Business

The ability to understand how businesses and strategies work, and how current and possible future policies, practices, trends, technology, and information affect the organization.

Lead Change

Demonstrates support for innovation and for organizational changes needed to improve the organization's effectiveness, by initiating, sponsoring and implementing them.

Salary:

\$95,992 - \$115,000/yr. (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. Successful incumbent can perform position anywhere in the Commonwealth of Virginia. Does not have to live in the metro Richmond area.

You may apply through the Commonwealth of Virginia recruitment site –

<https://virginiajobs.peopleadmin.com/postings/225369>