

**Deputy Director of Social Services**

Hanover County Government - Department of Social Services

Salary: \$86,685.00 - \$105,000.00 Annually

**General Description:** This is an executive level position. The incumbent performs complex administrative tasks to assist with the operation of a human service agency.

**Organization:** The Deputy Director of Social Services reports to the Director of Social Services and is responsible for internal agency operations, including supervision of management staff.

**Essential Functions:**

- Supervises management staff , performing related human resources functions and completing necessary paperwork;
- Acts in the place of the Director of Social Services when absent;
- Plans, organizes and directs staff / programs, conducting meetings as necessary;
- Reviews and evaluates agency and program policy; directs, advises and consults with program managers on operational and policy issues and related courses of action and procedures;
- Writes, revises and interprets program and operational policy of the division and department;
- Consults with and advises the Director of Social Services on major operational and program matters;
- Plans and coordinates the implementation of specialized divisional administrative or operational programs of the department;
- Participates in and leads special projects;
- Prepares reports as needed;
- Assists with development of department budget;
- Coordinates audits and prepares audit narratives as needed;
- Performs related work as assigned.

**Working Conditions:****A. Hazards**

- Customers – May have contact with difficult families and children.
- Conditions – May perform investigations in less than adequate living conditions.

**B. Environment**

- Office
- Field – Travel may be necessary in order to perform essential functions.

**C. Physical Effort**

- Policy Manual – Must be able to lift up to fifteen (15) pounds.

**D. Exempt**

- No Compensatory Leave Accrual

**Knowledge, Skills and Abilities:** Knowledge of human services program delivery, required. Considerable knowledge of the current social, economic, and health issues relating to clients in jurisdiction; Social Security Act; laws and regulations on administration of welfare services; human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; principles and processes for providing customer and personal services; business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources; and principles and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information systems. Demonstrated ability to: plan, direct, implement, and monitor assigned programs; supervise and direct the work of managers; represent the Social Service Director before the Boards, staff, and other committee assignment or government meetings; and to analyze problems and develop logical

conclusions; Must be able to work successfully with others. Must be able to communicate effectively – both orally and in writing. Computer literacy required, preferably in Microsoft Excel/Word/PowerPoint.

**Education, Experience and Training:** Master's degree in Social Work, Public Administration or a related field required with at least five (5) years of related work experience, including progressive supervisory / administrative experience and at least one (1) year of Social Work or Eligibility (Benefit Programs) experience desired – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

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