

Social Services Director

\$104,689 / year or higher DOQ + [Full-Time County Benefits](#).

The James County Social Services Department seeks an individual to perform executive level work directing, planning, and implementing diverse financial, social services and housing assistance programs; plans, develops and manages Department policies and procedures, supervises staff, and administers Department programs.

Responsibilities:

- Performs effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing, and assigning work, and related activities.
- Administers Social Services programs and services ensuring compliance with federal and state laws and requirements; conducts strategic planning in accordance with mission, vision and values, program evaluation, personnel management, budgeting, communication and resource acquisition and management; provides oversight of all financial aspects of Social Services' multimillion dollar budget with complex funding mechanism and reporting.
- Represents the County in numerous community efforts; serves on boards, commissions, task forces, etc. which focus on improvement of health and human services at the local and state level; may assume leadership positions on such boards, commissions, and task forces; serves as lead for the Allocations Review process that reviews funding request from outside organizations.
- Serves as Manager of Emergency Services for the Social Services Department; responsible for operation of emergency shelters and staffing or assigning staff to Emergency Operations Center as required.

Requirements:

- Any combination of education and experience equivalent to a Master's degree in human services, public administration or related field; extensive experience in management in a human services field, preferably in local government to include extensive supervisory experience.
- Must possess reliable transportation to work site(s).
- Knowledge of federal, state, and local laws, regulations and standards controlling programs as well as all aspects of funding from those levels of government; management principles; supervisory best practices; quality assurance; verbal and written communication skills; interpretation of law and policy that regulate programs and personnel; program development and evaluation.
- Knowledge of social work programs to be used in joint decision making with individuals and families that are involved in child protective and adult protective services, foster care and adoption, as well as all other programs and services of Social Services: knowledge should include: theory; principles and practice; current social, economic and health issues, mental illness; intellectual disabilities; substance use disorders; corrections; rehabilitation and services to promote financial and social independence.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction; leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to establish and maintain effective working relationships with employees, department directors, County officials, representatives from the private sector or other localities and the public; express ideas concisely orally and in writing.

[Click here](#) for full job description. Accepting applications until 11:59pm EST on 10/31/23. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>