



Job Record No.	531004
Job Title	Children's Services Program Administrator II
Department	Social Services
Salary Grade	(77) \$54,098.00
FLSA	Exempt
Date	9/22/2016

**PROGRAM ADMINISTRATOR II
CHILD WELFARE
SOCIAL SERVICES**

General Statement of Duties

Work in this class involves supervisory and managerial work directing the social work programs in Child Welfare. Work involves the supervision of a range of family and children's services with direct involvement in operational matters as well as short and long-range planning of program services. Employees evaluate quality of services and ensure compliance with standards; provide major input on organizational changes, personnel, and budget issues. Work is performed independently under the agency director's supervision and may include acting in the director's absence. Work may include development of alternate sources of funding, inter-agency agreements, and contracts. Employees serve on local and State planning committees and policy review groups although the agency director usually represents the agency in the community and with local officials depending on the sensitivity of the issue.

Examples of Duties Performed

Planning: Employees plan with unit supervisors to ensure delivery of services, allocation of staff and other resources, coordination with other divisions in the agency and organizations with the community; have input into agency planning process as member of management team; serve on state and regional committees to provide input on developing new policies and procedures.

Organizing and Directing: Employees confer with unit supervisors on issues that impact program goals, objectives, policies and the delivery of services. Employees recommend changes in organization, work flow, and new programs to agency director; employees delegate daily operational issues to program supervisors.

Budgeting: Employees recommend budgetary needs to agency director for services programs based on input from unit supervisors and analysis of reports and information; justify budget to agency director and may assist in explaining to local boards; and monitor expenditures.

Training: Employees ensure that supervisors provide necessary on-the-job training; and arrange for training by State staff and other professionals; provide orientation to new employees; assess training process and make necessary modifications.

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Setting Work Standards: Employees ensure compliance with county, state, and federal laws, regulations and policies as well as professional ethics through discussions with supervisors and staff, community professionals, and State officials.

Reviewing Work: Employees review quality and quantity of work by analyzing information gathered in conferences with supervisors and staff and review of case records, reports and statistical data.

Counseling and Disciplining: Employees confer with unit supervisors regarding initial actions, approve oral warning but usually make recommendations on written warnings and dismissals to agency director.

Performing Other Personnel Functions: Employees participate in the interviewing and selection of new employees; recommend hiring of supervisors to agency director, evaluate performance of supervisors in written and verbal appraisals.

Performs related work as required.

Recruitment Standards

Knowledge, Skills and Abilities

Thorough knowledge of methods and principles of social work supervision and training. Thorough knowledge of social work principles and child welfare policies/laws. Thorough knowledge of eligibility criteria, forms and documents used in determining eligibility for social work program areas. Thorough knowledge of needs, problems, and attitudes of disadvantaged persons and social and economic factors in the community. Considerable knowledge of the laws, regulations, and policies which govern social services programs, and specifically Child Welfare. Considerable knowledge of the principles and techniques of public administration, including personnel administration, budgeting, and office management. Ability to communicate effectively, both in oral and written form. Ability to maintain a satisfactory working relationship with applicants, other sources contacted within the course of work, the agency director, the public at large, and County officials. Ability to represent the eligibility or social work programs in departmental meetings and community conferences.

Minimum Education and Experience

Graduation from a four-year college or university and three to five years of experience in Child Welfare management and supervision; or nine months of graduate training in an accredited school of social work and four years of supervisory or administrative experience in social work; or an equivalent combination of education and experience. Prefer Bachelor in Social Work, Master's in Social Work, or Master's in Public Administration.