

Wayne County Department of Social Services
Goldsboro, North Carolina

Employment Opportunity

Position Title and No.: Director of Social Services, Wayne County, NC 5300.001

Department: Social Services

Salary Range: \$81,165.00 - \$126,590.00

Posting Date: June 1, 2017

Closing Date: June 30, 2017

To Apply: Submit a detailed PD-107 (state application) and copies of transcripts to Brenda Melvin, Wayne County DSS, 301 N. Herman Street, Box HH, Goldsboro, NC 27530. Applications can be faxed to Brenda Melvin at 919-705-6518. Unsigned or incomplete applications will not be processed.

Description of Job Duties: The Wayne County Board of Social Services is seeking qualified applicants for the position of Social Services Director. The Director serves as the executive officer of the Wayne County Board of Social Services, executing the authority of the Board as defined in G.S. 108A-14. The Director also serves as the chief administrator of the Wayne County Department of Social Services and provides leadership, organization and management for public assistance and public social services programs. The Director oversees an annual operating budget of approximately \$18 million dollars and supervises a staff of 215 employees. In addition to overseeing the budget, this position is responsible for staffing, personnel issues, serving as the primary spokesperson for the Department relative to program issues, and conflict/complaint resolution. The Director is responsible for implementing, monitoring and evaluating the quality of service delivery systems. The Director represents the Department and collaborates with government officials, other human services providers, and a variety of other community organizations to provide effective services in Wayne County. These services are delivered in a growing Eastern North Carolina community, with an environment that is marked by rapid change and growth, especially in the area of industry, agriculture and the military community. This community includes Seymour Johnson Air Force Base, Wayne Community College and University of Mount Olive. Wayne County residency, immediately or within a six (6) months period is required.

Educational/Experience Requirements: A Master's degree in Social Work from an accredited school or university and two years of supervisory experience in the delivery of client services; or a Bachelor's degree in social work and three years of supervisory experience in the delivery of client services, one of which must have been in a Department of social Services; or graduation from a four year accredited college or university, and three years of supervisory experience, two of which must have been in a Department of Social Services; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities Required: The County Director of Social Services must possess knowledge and skills in financial management, fiscal controls, performance management, strategic planning and goal setting, mission/vision execution, supervisory/management skills, results/solution-focused attitude, critical thinking and communication skills (written and inter-personal), leadership, independent thinking, personnel management, conflict resolution, and team building. He/she must possess considerable knowledge of management principles, techniques, and practices and have considerable knowledge of the social services budget and fiscal reporting system and be extremely knowledgeable of the personnel laws, rules and policies for Local Government Employees subject to the State Human Resources Act. He/she must have a thorough knowledge of the legal and philosophical basis for public welfare, social services and social work programs including the applicable federal and state laws, rules and regulations; the ability to direct employees and programs in the various areas of responsibility; and the ability to develop and maintain effective working relationships with the general public and with federal, state, and local officials. He/she should possess knowledge of NC FAST. Knowledge of the Northwoods software program would be beneficial.

Additional Requirements: The selected candidate must have a valid North Carolina Driver's license and access to a vehicle. The selected candidate must pass a pre-employment physical and drug screening and will be subject to a criminal background check.