

## THE POSITION

**Essential duties and responsibilities** of the Director of Job and Family Services include the following:

- Responsible for the administration of the major divisions and work programs of the department;
- Within the framework of federal and state laws and regulations, determines policies for the Department of Job and Family Services
- Plans and administers the Department of Job and Family Services programs including preparation of the annual budget to appropriate staff
- Engages in public relations with newspapers, radio and television media, state JFS representatives, county officials and civic organizations.
- Coordinates public welfare services with other social agencies.
- in appropriate national, state and local organizations involved with administering and enhancing job and family programs and services.
- Keeps the Board of County Commissioners and the County Administrator informed of major policy changes, issues, and other matters of importance in the Department.
- Performs other related duties as assigned

