

QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES OF THE DIRECTOR OF JOB AND FAMILY SERVICES INCLUDE THE FOLLOWING

Knowledge of: Approaches to address complex social issues including basic human needs, education, economic opportunity, and equity; Budgeting; Management practices and methods; Labor relations; Work force planning; Procedures for monitoring the progress delegated responsibilities; Public relations methods and practices; Human resource management practices; Job and Family social services policies and procedures; and Local government structure and process.

Ability to: Work with abstract and concrete variables to develop policies and programs; Deal with many variables and determine specific action(s) (e.g., conduct research, and service delivery models and methods); Analyze various types of data and draw reasonable conclusions; Prepare meaningful, concise and accurate reports; Prepare and deliver speeches before specialized audiences and general public; Resolve complaints from customers and others; and Provide timely and accurate information to government officials.

Required Education: A master's degree from an accredited college or university in Political Science, Public Administration, Business Administration, Human Resource Management, Social Services, Social Work, or a related Human services field is preferred but may be substituted with a bachelor's degree and three additional years of relevant experience (see below).

Required Experience: Seven years with the preferred master's degree or ten years with a bachelor's degree of administrative/managerial experience to include responsibility for managing the fiscal operations of an organization, agency, program or operational area and assisting in developing and implementing policies, programs, laws, administrative rules and or regulations. At least two years of experience must have been as a supervisor over subordinate staff and/or contractors

Other Requirements:

- The person selected for this position must be willing to serve in the unclassified service as a condition of employment.
- Prior to discharging his/her official duties, the director shall give a bond, conditioned for the faithful performance of those official duties, in such sum as fixed by the Board of County Commissioners.