JOB DESCRIPTION
Social Services Director

Job Title: Social Services Director

Department: Social Services

Classification: Grade 48 (Non-contract)
FLSA Status: Exempt
EEO-4: Officials and Administrators

Position Description: Provide leadership of Social Services programs which include Social Services, Financial Assistance and Transit. Responsible for developing, implementing, integrating and evaluating programs and functions, and comprehensive planning and budgeting for all programs.

Supervisor’s Job Title:
Direct – County Board of Commissioners

Total # of full-time equivalents with job title that report directly to this job:
2 – Social Services Supervisor I
1 – Financial Assistance Supervisor I
1 – Fiscal Supervisor
1 – Transit Coordinator

Total # of full-time equivalents with job title that report indirectly to this job: 51 - approximately

QUALIFICATIONS:
Minimum Qualifications:
• Bachelor’s degree or higher (attach transcript) in social work, psychology, sociology, or related human services field or public administration and 5 years related work experience with 3 years in a supervisory role (i.e. hiring, transfer, suspension, promotion, discharge, assignment, reward, or discipline of other employees, direction of the work of other employees, or adjustment of other employees’ grievances on behalf of the employer).
• Valid driver’s license and reliable means of transportation.
• Successful completion of a Child Protection Background Check (M.S. 299C.60 – 299C.64, as amended) and Predatory Offender Registration Check and Sexual Exploitation Background Check (M.S. 604.20 – 604.205, as amended), all contingent upon a job offer.
• M.S. §197.46(d) Veterans Preference Act: The head of a department is not entitled to Veterans Preference Points. The Social Services Director is a head of a department and Veterans Preference Points will not be credited in the hiring of a Social Services Director.

Knowledge, Skills & Abilities:
Knowledge:
## JOB DESCRIPTION
Social Services Director

- County and departmental policies, procedures, and practices.
- Federal, State, and local laws, rules, and regulations related to social services programs, also including data practices, open meeting law, accounting, purchasing, information technology, and personnel administration.
- Principles and practices of social services administration.
- Functions and organization of state, tribal, federal, and local social services agencies.
- Community resources.
- Fiscal management and long-term planning.
- Principles of social work.
- Social-economic conditions in rural areas.

### Skills:
- Critical thinking, planning and organization, high level of initiative and responsibility, leadership, managing emotions, confrontation, problem solving, and interpersonal skills.
- Establish and maintain effective working relationships.
- Effectively communicate verbally, in writing, prepare and make presentations.

### Abilities:
- Maintain confidentiality.
- Make well-considered decisions and take appropriate action.
- Identify and effectively respond to changing customer needs, interests, and requirements.
- Comply with all rules and policies in order to maintain a safe work environment.
- Operate personal computers and programs, technology devices.
- Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors.

### Preferred Qualifications:
- Master’s degree (attach transcript) in social work, psychology, sociology, or related human services field or public administration.
- Work experience, beyond the minimum 5 years above.
- Work experience developing and administering budgets.
- Work experience in labor management relations (from a management side).

### ESSENTIAL DUTIES OF THE POSITION:
(These duties are a representative sample; position assignments may vary.)

<table>
<thead>
<tr>
<th>Program Administration</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research, prepare, and recommend policies regarding the operation and programs within the department, following County Board direction and federal, state, and county requirements.</td>
<td>70%</td>
</tr>
</tbody>
</table>
JOB DESCRIPTION
Social Services Director

- Research, evaluate and implement best practices in administration, department structure, programs, services and technology to best meet the needs of the clients served.
- Represent Hubbard County Social Services by actively participating in statewide and regional meetings with appropriate state departments, associations and the legislature.
- Plan, develop, assume implementation, coordinate, and evaluate client programs to meet required objectives including short-term and long-range planning within authorized resources and according to law.
- Prepare the annual Social Services recommended budget, including a staffing plan, for effective delivery of assigned programming.
- Allocate human and fiscal resources to Social Services Divisions to ensure goals are attained in a cost-effective manner.
- Schedule and present material to the County Board, including analyzing revenues, expenditures, and financial matters and making regular and periodic reports concerning social services program activities, fiscal matters, and other matters of importance to the County Board and public.
- Interpret and communicate federal, state, county, and department policies for the County Board, staff, media, community, and client advocates.
- Provide leadership, active involvement, and testimony at the community, state, and federal levels.
- Establish and maintain working relationships with internal departments, the community, state organizations, providers, and consumer groups.
- Participate in the recruitment and selection of social services administration and supervisory staff.
- Direct the preparation, administration, and reporting of grants, reports and contracts; seeks out alternative sources of funding for special projects.
- Provide administrative and supervisory direction to the Social Services Supervisors; evaluate performance and assist with developing employees to their potential.

Administration

- Responsible for: hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of the work, adjust grievance(s) as provided by the collective bargaining agreement(s), complete performance review(s).
- Plan, coordinate, and supervise the activities and performance of staff including work assignments and reviews, instructions, training, and assistance.
- Lead staff in developing and implementing a Department mission and service delivery plan in alignment with the County mission and budget.

30%

Supervisory
• Serve as the Minnesota Government Data Practices Act, Social Services Department, Responsible Authority Designee. Respond to requests for government data. Maintain department data in accordance with records retention requirements.

**Budget**
• Develop and administer the departmental budget, including capital expenditure budget, forecasting the budget 5 years in advance.
• Approve invoices, bills, and payroll.

Regular attendance on the job.
Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

**CLASSIFICATION HISTORY:**
Position prepared by Hubbard County
Date last Reviewed: (09/2019)