



NEW HANOVER COUNTY
invites applications for the position of:
**Assistant Director of
Social Services**

An Equal Opportunity Employer

SALARY: See Position Description
DEPARTMENT: SOCIAL SERVICES

SALARY:

OPENING DATE: 11/07/18

CLOSING DATE: Continuous

ESSENTIAL DUTIES:

This position is open until filled; however, priority consideration will be given to applications received through November 28, 2018

New Hanover County is seeking an Assistant Director of Social Services to become part of a dynamic, professional county organization with a clear vision as a vibrant, prosperous, diverse coastal community, committed to building a sustainable future for generations to come. This position is responsible for managing and coordinating the services of the Social Work division and will oversee the legal unit within Social Services. The ideal candidate is a leader who possesses excellent communication skills, critical thinking abilities, collaborative problem solving abilities, and personnel management skills. Duties will include supervising staff; assigning and monitoring work; establishing and evaluating the progress of goals and objectives for various programs; devising and implementing policy changes; responding to inquiries from public officials, media, and citizens; preparing reports and presenting information to the Social Services Board and other affiliates; representing the agency on boards and committees; and planning and monitoring departmental and project budgets.

The Social Services department is comprised of a team of over 320 dedicated professionals seeking to serve the citizens of our county through providing essential human services. The department is a part of a dynamic, professional county organization with a clear vision as a vibrant, prosperous, diverse coastal community, committed to building a sustainable future for generations to come. Ideal candidates for the department of social services have excellent customer service, organizational and computer skills, the ability to problem solve and make critical decisions and above all, an overwhelming desire to serve the citizens of our county.

New Hanover County strives to hire the best and the brightest employees who are committed to public service. Our employees enjoy an innovative, energetic and employee-focused work environment with top down support that embraces bottom up ideas and engagement. Our talented team of professionals have a passion for providing care and services that effect change on the everyday lives of the citizens they encounter. Our shared values of professionalism, innovation, integrity, stewardship and accountability guide the way we conduct ourselves and deliver services to our customers. If this sounds like an organization that models the values you uphold, we invite you to come and be a part of the exciting, healthy and progressive team at New Hanover County.

MINIMUM QUALIFICATIONS:

Master's Degree in Social Work or a closely related field and five (5) years of social work management experience; or an equivalent combination of education and experience. MSW is preferred. Must have strong leadership and management skills with the ability to develop and maintain relationships with diverse groups of people as well as strong analytical skills, experience in strategic planning, organizational development and developing and administering

budgets. Establishing partnerships with community groups, county officials, etc. is extremely important.

LICENSES/CERTIFICATIONS:

Valid NC Driver's License.

OTHER INFORMATION:

Hours are 8:00 AM - 5:00 PM Monday through Friday.
Must be available to work during emergency situations.

The current salary range for this position is \$80,200 - \$136,341.

The **hiring range** for this position is **\$80,200 - \$108,271** + a competitive benefits package. Salary is negotiable within the hiring range, depending on qualifications.

After the closing date for this position applications will be screened by Human Resources. Applicants referred to the department will receive an email requesting important information pertinent to the position applied for. Please be sure to check your email for this communication so we may proceed with the next step in the recruitment process in a timely manner.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.nhcgov.com/HR/Pages/JobOpportunities.aspx>

Job #201800277
ASSISTANT DIRECTOR OF SOCIAL SERVICES
AM

OUR OFFICE IS LOCATED AT:
230 Government Center Drive - Suite 135
Wilmington, NC 28403
910-798-7178
910-798-7178
cknips@nhcgov.com

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Assistant Director of Social Services Supplemental Questionnaire

- * 1. Please indicate your highest level of education completed.
- Masters degree or higher in Social Work
 - Masters degree or higher in a field related to Social Work
 - Masters degree or higher in a field unrelated to Social Work.
 - Bachelors degree in Social Work
 - Bachelors degree in a field related to Social Work.
 - Bachelors degree in a field unrelated to Social Work.
 - No degree at the Bachelors level or above.
2. If your field is related to Social Work, please tell us how your field is related.
- * 3. Please indicate your years of experience in social work management.
- More than 8 years of experience in social work management.
 - 5 years but less than 8 years of experience in social work management.
 - 3 years but less than 5 years of experience in social work management.
 - Less than 3 years of experience in social work management.
- * 4. Have you had your driver's license suspended for any reason in the last three years?
- Yes No

* Required Question