

**CHEROKEE COUNTY
DEPARTMENT OF SOCIAL SERVICES**

4800 W US Highway 64, Murphy, N.C. 28906

(828) 837-7455 - Fax (828) 837-4152

Harry Maney, Interim Director

July 23, 2018

INTERNAL & EXTERNAL RECRUITMENT ANNOUNCEMENT

POSITION: Director of Social Services

SALARY RANGE: Grade 82 – Range \$61,900 - \$102,371

NUMBER OF
VACANCIES: One

DEADLINE FOR RECEIPT
OF APPLICATIONS: Until Filled

WORK DESCRIPTION: The position serves as the chief executive officer of the Cherokee County Department of Social Services.

The Cherokee County Board of Social Services is seeking qualified applicants for the position of Director of the Cherokee County Department of Social Services. This executive officer is responsible for overall supervision and direction of agency supervisors, professional, paraprofessional and support staff to ensure the delivery of agency services to the county's community and will provide leadership and direction for program development, establishing program standards, and monitoring and evaluating quality of service delivery. This officer will prepare and monitor the operating budget for the department; is responsible for staffing and personnel matters, and will act as spokesperson for the agency relative to program issues. The Director will represent the agency with community, County, State and Federal officials, other human services providers, and a variety of advocacy groups. Employee is appointed by and reports to the local Board of Social Services.

Knowledge, Skills & Abilities

- Thorough knowledge of the legal and philosophical bases for public assistance programs;
- Knowledge of the principles and practice of social work;
- Thorough knowledge of management principles and practices;
- Knowledge of the agency's objectives, organization, and operation;
- Knowledge of applicable federal and state laws, rules and regulations;
- Ability to exercise sound judgment and to make effective decisions regarding employees and programs;
- Ability to develop and maintain effective working relationships with the board, the general public, federal, state, and local officials.

Minimum Training and Experience Requirements- A master's degree in social work 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 Social Services; or graduation from a four year college or university and three years of supervisory experience in the delivery of client services, two of which must have been in Social Services; or an equivalent combination of training and experience. The successful candidate must be able to perform the essential functions of the job.

APPLICATION PROCESS: Submit state application (Form PD-107) to Harry Maney, Interim Director. The Department of Social Services is located at 4800 W US Highway 64, Murphy, NC 28906. The application can be obtained and filled out on-line by clicking [here](#) or at the NCWorks Career Center, 800 West US Hwy 64, Murphy, NC 28906 (formerly NC Employment Security Commission), located next to Waffle King in Murphy.

Cherokee County is an equal opportunity employer and does not discriminate on the basis of age, race, religion, gender, genetic information, national origin, disability and/or veteran or military status. Individuals being offered employment through Cherokee County are subject to drug screening and a background check.