

MARTIN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: County Social Services Director
LOCATION: Martin County Department of Social Services
POSTING DATE: September, 17 2026
JOB TYPE: Full-time, Exempt
SALARY: Dependent on Qualifications
CLOSING DATE: Open Until Filled

DESCRIPTION OF DUTIES

This position reports to the Martin County DSS Board. The department is comprised of approximately 65 employees. As agency director, employee directs, plans, organizes, implements, monitors and evaluates the overall administrative operations, budget activities, staff and functions of a social services department. Participates in department management team meetings, stakeholder forums, and leadership development processes. There is direct involvement in conflict resolutions, staffing and personnel. Oversees and participates in the planning and development of department goals and objectives, policies and procedures. Develops strategic plans to accomplish goals and objectives and improve efficiency and effectiveness of service delivery and program operations. Direct management of staff, hiring, performance evaluations, disciplinary actions. Seeks and creates opportunities for improved performance and development of staff. Analyzes community needs, service demands and project trends. Ensures conformity with Federal, State and Local laws, policies and regulations.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the legal and philosophical basis for public welfare programs. Considerable knowledge of principles and practices of social work. Thorough knowledge of management principles, techniques, and practices. Ability to exercise sound judgment in analyzing situations and making decisions. Develop and maintain effective working relationships with the general public, federal, state and local officials.

EDUCATION AND EXPERIENCE

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 experience in the delivery of client services, one of which must have been in Social Services. Preferred experience includes the management of Child Welfare Services within a Department of Social Services and other relevant experience.

HOW TO APPLY

Applicants must submit an NC State Application form (PD-107) and college transcripts. Applications may also be obtained from and submitted to Human Resources, 305 E, Main Street, Williamston, NC 27892. Resumes will not be accepted unless accompanied by a completed application.

Martin County is an Equal Opportunity Employer.