



County Social Services Director

Employment Opportunity

(Position Number 221-16-0001)

Exempt Position

Location: Mitchell County Department of Social Services
347 Long View Drive, Bakersville, North Carolina 28705

Salary Grade: 83

Salary Range: \$72,892 – \$109,338

The Mitchell County Social Services Board is accepting applications from qualified applicants for the position of Mitchell County Social Services Director. The Director of Social Services serves as administrator of the Mitchell County Department of Social Services and is responsible for administering state and federal social services programs as defined in G.S. 108A. The Director is also responsible for overseeing administration of all department programs, establishing program standards, monitoring and evaluating quality of service delivery systems for public assistance and social services programs. Additional duties include preparing and overseeing a budget of approximately \$1.7M, implementing policies, interpreting and executing decisions made by the Board, identifying and responding to changes in policy, responding to public inquiries and professionally representing the agency. The Social Services Director is appointed by and reports to the Social Services Board.

Knowledge, Skills and Abilities:

Applicants must possess a thorough knowledge of the legal and philosophical basis for public assistance programs along with a theoretical knowledge base of the field of social work. Applicants must have an extensive knowledge of management principals, techniques, and practices. Knowledge of the agency's organization, operation and objectives and applicable federal and state laws, rules and regulations. Applicants must have the ability to exercise sound judgment in analyzing situations and making decisions; direct employees and programs in the various areas of responsibility; develop and maintain effective working relationships with the general public, and with federal, state, county, volunteer agencies and local officials.

Minimum Education and Experience Requirements:

A master's degree in social work (MSW) and two years of supervisory experience in the delivery of client services. Or a bachelor's degree in social work and three (3) years of supervisory experience in the delivery of client services, one (1) of which must have been in Social Services. Or a graduate from a four year college or university and three (3) years of supervisory experience in the delivery of client services, two (2) of which must have been in Social Services; or an equivalent combination of training and experience.

Additional Requirements:

Requires a great deal of independent judgment, accountability, creativity, and initiative based upon Federal and State Statutes, policies, regulations; extensive knowledge of the principles, practices, policies, and techniques of efficient social services administration; thorough knowledge of governmental program administration; thorough knowledge of social and economic factors in the County. Must have the ability to lead, plan, organize, evaluate, and manage departmental programs and staff of forty-three employees. Must have ability to interpret, explain, and apply laws, policies, procedures, and regulations. Must obtain residency in Mitchell County within 120 days of employment. Must be available for evening meetings, special events and emergency situations. A valid driver's license is required.

Recruitment Process:

Applicants must submit a State Application Form PD-107 and resume along with an official sealed school transcript of all undergraduate and graduate studies from accredited institutions. Visit Human Resources on Mitchell County website www.mitchellcounty.org to download the State Application. The position is subject to employment reference checks, pre-employment drug testing and a criminal background check. All interested applicants should submit their application and resume to Glenda Shuffler, Human Resources Director, at Human.Resources@mitchellcounty.org or 26 Crimson Laurel Circle, Suite 2, Bakersville, North Carolina 28705 no later than May 10th, 2021.

Mitchell County is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or in the provision of services.