



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Assistant Director of Social Services
(28095)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Department of Social Services
(07)

Revision Date: January 2008

General Description: This is an executive level position. The incumbent performs complex administrative tasks to assist with the operation of a human service agency.

Organization: The Assistant Director of Social Services reports to the Director of Social Services and is responsible for internal agency operations, including supervision of management staff.

Essential Functions:

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Plans, organizes and directs staff / programs, conducting meetings as necessary.
- Reviews and evaluates agency and program policy.
- Participates in and leads special projects.
- Prepares reports as needed.
- Assists with development of department budget.
- Coordinates audits and prepares audit narratives as needed.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - Customers – May have contact with difficult families and children.
 - Conditions – May perform investigations in less than adequate living conditions.
- B. Environment
 - Office
 - Field – Travel may be necessary in order to perform essential functions.
- C. Physical Effort
 - Policy Manual – Must be able to lift up to fifteen (15) pounds.
- D. Exempt
 - No Compensatory Leave Accrual

Knowledge, Skills and Abilities: Knowledge of human services program delivery, required. Must be able to work successfully with others. Must be able to communicate effectively –both orally and in writing. Computer literacy required, preferably in Microsoft Excel/Word/PowerPoint.

Education, Experience and Training: Master's degree in Social Work, Public Administration or a related field required with at least five (5) years of related work experience, including progressive supervisory / administrative experience and at least one (1) year of Social Work or Eligibility (Benefit Programs) experience desired – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Valid Commonwealth of Virginia Driver's License
- Criminal Records Check
- CANIS (Child Abuse and Neglect Information System) Records Check
- Work beyond normal work schedule
- Twelve-month probationary period
- Mandatory Participant in the Citizen Emergency Response On-call Plan