

PERQUIMANS COUNTY
DEPARTMENT OF SOCIAL SERVICES
P.O. BOX 107
Hertford, North Carolina 27944

SOCIAL SERVICES BOARD
Teresa Blanchard, Chair
Brenda Dillard
Charles Woodard

252-426-7373 - Fax 426-1240

DIRECTOR
Susan M. Chaney

**RECRUITMENT ANNOUNCEMENT
PERQUIMANS COUNTY DIRECTOR OF SOCIAL SERVICES**

The County of Perquimans is accepting applications for the position of Social Services Director. This position serves as the administrative officer of the Department of Social Services, working in a range of general administrative and management functions to ensure compliance and adherence to all relevant Federal and State laws, regulations and statutes established by Chapter 108A of the North Carolina General Statutes. The Director manages a staff of 29 employees and is responsible for administering a total budget of approximately \$2.8 million. This employee is responsible for budget planning/preparation and assessment of program needs. The position is responsible for the development and implementation of local agency programs, policies, and procedures and evaluating the agency's overall efficiency and effectiveness. This position is to lead the agency through significant changes in structure and operations through implementation of new policies, procedures, and programs. Work involves representing the agency with government officials, human services providers and advocacy groups to ensure adequate resources for program maintenance and delivery of services.

EXAMPLES OF DUTIES:

1. Establishes and promotes the vision and direction of the Perquimans County Department of Social Services consistent with state and federal mandates, establishing and implementing departmental goals and objectives.
2. Formulates, directs the development of and management of the department's annual budget; determines agency needs for each fiscal year; seeks new sources of funding; reviews spending trends and agency structure to enhance revenues.
3. Responds to public requests and concerns, including complaints, record requests, and questions regarding all service areas.
4. Responds to requests from the Social Services Board, County Manager, County Finance, and the Board of County Commissioners.
5. Serves on boards and committees as required by North Carolina General Statutes as well as those that serve the interest of the agency and County organization.

Perquimans County's Vision
To be a community of opportunity in which to live, learn, work, prosper and play.

6. Selects, assigns, directs, and evaluates the performance of subordinate executive managers and supervisors and oversees management development and training programs.
7. Director advises the Administrative Officer and Supervisors in handling problems with staff and handles all formal disciplinary actions.
8. Director provides direct supervision to the Administrative Officer, Income Maintenance Supervisors, and Services Supervisor. Provides indirect supervision to all staff.

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. Selected candidate must demonstrate leadership ability and strong oral and written communication skills, build collaborative community relationships, address needs with innovation, and demonstrate a strong commitment to client service. Candidate must have the ability to promote and enhance achievement of measurable objectives.

Preference will be given to candidates with extensive experience in the development and administration of Social Services programs in a Social Services Department.

Perquimans County Salary Grade 79 Range \$67,985.00 - \$102,956.00; Full-time; FLSA Exempt

Candidates must complete and submit a North Carolina Application (PD-107) along with a certified copy of college/university transcripts to:

W. Frank Heath, III MPA
Perquimans County Manager
P.O. Box 45
128 N. Church Street
Hertford, NC 27944

Resumes may be accepted but will not serve as a substitute for the application.

Closing Date: This position is open until December 1, 2022.

Final candidates are subject to a pre-employment drug screening and background check. Perquimans County is an Equal Opportunity Employer.