



CLASS SPECIFICATION FOR  
**Director of Social Services**

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**GENERAL STATEMENT OF DUTIES:** Directs the administration of the County Social Services Department, which involves the provision of assistance and varied service activities for a large number of clients; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible professional and administrative position which involves planning, organizing and directing the activities of the County Social Services Department. The incumbent formulates operating policies and procedures in accordance with federal and State legislation and regulations and with local directives. The work requires considerable contact with other social and community agencies and resources, public officials, civil groups and the general public. Receives administrative supervision of the Deputy County Manager for Community Services.

**EXAMPLES OF WORK** (illustrative only):

- Develops policies and plans, and organizes and directs agency staff and programs;
- Directs the preparation of an operating budget;
- Meets with the local Social Services Board to keep it informed of the agency's needs and resources and obtains necessary approvals;
- Determines staff needs and seeks local board approval;
- Interprets regulations and procedures for staff, community groups, and courts;
- Coordinates agency programs with ancillary agencies, such as hospitals, nursing homes, vocational rehabilitation centers, mental health and mental retardation groups and associations, etc.;
- Provides leadership in planning community resources;
- Interviews applicants for positions within the agency and makes final decisions to hire, promote, transfer, discipline, or terminate employees within the limits of appropriate statutes, rules and regulations, and policies;
- Approves correspondence, maintains records, prepares regular and special reports, and makes speeches to interested groups;
- Reviews specific case problems referred by subordinate supervisors;
- Reviews and revises programs to meet current trends and changing clientele;
- Performs related work as directed.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of current social, economic, and health concerns and problems, of the philosophy and provisions of the federal Social Security Act, of administrative principles and practices, of casework philosophy and of methods of community organization; extensive knowledge of literature in the field of social work, of statistical analysis, of agency financing, of personnel policies and practices, and of methods of in-service training; good knowledge of casework methods and practices and methods of casework supervision; ability to work successfully with people, to plan and direct changing client needs; large agency operations, to analyze and interpret material and to work effectively with the community; ability to communicate effectively orally and in writing; ability to maintain fiscal control and to establish budgetary priorities.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a master's degree in social work, public administration or a related field and six (6) years of directly related responsible work experience, including three (3) years in a supervisory, administrative or consultative capacity, and at least one (1) year in social work or eligibility determination; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.