

Stokes County Department of Social Services

P O Box 30 • Danbury, NC 27016
Courier #09-16-01

Jan Culler, *Chair*
Linda Hicks, *Vice Chair*
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Janice Spencer, *Director*

**The Board of Social Services
Of
Stokes County, North Carolina
Invites Applications for
Department of Social Services Director**

Classification: County Social Services Director
Location: 1010 Main Street
Danbury, North Carolina
Salary Range: \$48,735 - \$79,357
Position Available: August 1, 2010
Deadline for Applications: April 9, 2010

The Stokes County Board of Social Services is seeking qualified applicants for the position of Social Services Director. The Director of Social Services serves as the chief administrator of the County Department of Social Services and provides leadership, organization and management for public assistance and public social services programs. The Director oversees an annual operating budget of \$15 million and supervises a staff of 60. The Director is responsible for implementing, monitoring and evaluating the quality of service delivery systems and represents the department and collaborates with governmental officials, other human services agencies and other community organizations to improve human service delivery in Stokes County.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the legal and philosophical basis for public welfare programs. Considerable knowledge of principles and practice of social work. Thorough knowledge of management principles, techniques and practices. Knowledge of the agency's organization, operation and objectives and applicable federal and state laws, rules and regulations. Ability to exercise sound judgment in analyzing situations and making decisions. Ability to direct employees and programs in the various areas of responsibility. Ability to develop and maintain effective working relationships with the general public and with federal, state and local officials. The Director supervises the development and management of the agency budget.

MINIMUM TRAINING AND EXPERIENCE:

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.

RECRUITMENT PROCESS:

Applicants must submit a State Application Form (PD-107) and resume completed in detail. An official school transcript of undergraduate and graduate studies will be requested of finalists. Degrees must be from appropriately accredited institutions. Applications will be reviewed to select the most qualified applicants for admission to an interview. All employees are required to take a physical exam including a urinalysis. Please submit application package by closing date to:

Jan Culler, Chairperson
Stokes County Department of Social Services
P. O. Box 30, Danbury, North Carolina 27016

Special Notification: Effective November 9, 2009, Applicants who are requested to interview for a county position shall be required to submit a certified copy of a criminal record check from all counties in which they have lived for the previous five years. Criminal record check shall be submitted two business days prior to the scheduled interview date or before any offer of employment. A criminal record check can be obtained from the County Clerk of Court's Office in each county in which you resided in during the previous five years.

Stokes County Is An Equal Opportunity Employer