

**Medina County
Job and Family Services
Position Description**

Division:	Social Services
Supervisor:	11100.0 Mead Wilkins

Classification:	Program Administrator	Working Title:	Social Services Administrator
Class Number:	30200-Medina	Position Control Number:	31000.0
Status:	Non-Bargaining	Pay Range:	33

Summary of Essential Duties

Under the supervision of the Director of Job and Family Services, the Social Services Administrator performs direct and indirect supervision and administrative functions. The Social Services Administrator organizes and directs the development, planning, implementation and monitoring of various social service programs. The Social Services Administrator provides technical assistance to supervisors and other agency employees.

Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional, ethical and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Organizes and directs the development, planning, implementation and monitoring of all programs within the Social Services Division.
5. Researches, reads and analyzes new material relevant to service programs and develops plans for the efficient and effective implementation and continuation of service within the assigned division.
6. Develops community resources to benefit programs and recipients.
7. Develops policy and procedures for service delivery, program integrity and accountability, ensuring that programs and functions adhere to state, federal and local laws and regulations.
8. Assures supervisors monitor employees.
9. Assures compliance with CFSR, CPOE and Protect Ohio Waiver.
10. Assures each child is appropriately placed.
11. Assures safety, permanence and well being for children involved with division.
12. Utilizes funding streams for maximum benefit.
13. Oversees liaisons with various community partners.
14. Meets with supervisors on a regular basis regarding policy changes, workload issues, community services and programs.
15. Provides technical assistance to supervisors and other agency employees.

16. Provides back up to supervisors in their absence.
17. Performs public relations functions on behalf of the Director of Job and Family Services including training and informational seminars in the community.
18. Interviews applicants and makes recommendations to the Director for hiring of new employees or the redistribution of staff including maintaining appropriate staffing levels.
19. Completes performance evaluations and assists supervisors in developing career plans including identifying training needs and arrangement of such.
20. Performs basic personnel functions such as review, approval and denial of leave requests.
21. Attends required meetings and training.
22. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties
23. Performs other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of: Federal, State and local laws, rules and regulations; supervisory practices; fiscal and budgetary management; Public Administration; social welfare issues; program planning and development; contracts, proposals and grants; negotiation tactics; state funding issues; program implementation; client services programs; training and development practices; computer operations; public relations issues; management issues; Business Administration; personnel practices; administrative practices; state hearing procedures; mathematics; English grammar and composition; interviewing principles; evaluation procedures.

Skill in: Organization; oral communication; writing; interviewing; supervision; interpreting effectiveness of programs based on data, previous experience and observations; negotiation; public relations; performing computer operations; public speaking.

Ability to: Supervise; work with others; interpret policies and procedures; listen for problems and provide responses or explanations; coordinate the actions of others; understand manuals and verbal instruction; complete forms; write reports; interview; select qualified candidates; assign and monitor the work of others; deal with employee problems/concerns; evaluate the work of others; make independent decisions; discipline others; prepare proposals, contracts and grant applications; interpret laws, policies, procedures and regulations; communicate with others; research client services programs; resolve a wide range of problems; negotiate with others; extract information from various sources; evaluate programs of effectiveness and compliance with rules and regulations; develop new procedures, policies and programs; coordinate and implement programs; work on multiple tasks/projects; perform needs analysis; comprehend a wide variety of complex technical, written material; provide advice to others regarding Agency policy and procedures; interact with high ranking officials; explain legal or technical issues to others; use computers; act as a tem leader; speak in public.

Qualifications

Completion of Master's degree and five (5) years of administrative/managerial experience

Additional Requirements

- Must successfully undergo BCI background check
- Successfully complete an alcohol and drug screening
- Possess a valid Ohio Driver's License
- Provide proof of eligibility to work in the United States

Inherently hazardous or physically demanding working conditions:

May encounter irate clients or individuals; may have some exposure to environmental factors (e.g., cold, excessive heat, noise, fumes, dirt, contagious diseases, unsanitary conditions, insect infestation, bodily wastes, odors, common office chemicals); may involve lifting up to 40 pounds (i.e., paper, supplies).

List Position Numbers and Class Titles of Positions directly supervised:	Signature of Agency Representative:	Date:
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