

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE: DIRECTOR OF SOCIAL SERVICES**  
**DEPARTMENT: SOCIAL SERVICES**  
**REPORTS TO: BOARD OF SUPERVISORS**

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**CLASS CODE: 0146**  
**FLSA STATUS: E**  
**DATE: 10/99**

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Primary responsibility is to plan, organize and direct the operations, activities and staff of the Department of Social Services; work consists of varied and highly complex professional and administrative duties.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Plans long-range goals, objectives, organizational structure, and overall direction for the department.

Plans, allocates, and monitors time, people, equipment, and other resources for the organization to ensure efficient organization and completion of work; selects, supervises, trains and evaluates staff.

Develops, communicates, and monitors policies, procedures, and standards for the department; implements improvement when necessary.

Coordinates activities regarding the development and assessment of the department's plans.

Provides information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.

Prepares and administers the department budget.

Coordinates activities with other County departments and divisions, and with outside agencies; attends and/or facilitates interagency collaboration meetings such as Policy Council on Children and Youth, Mendocino Works and Citizens Advisory Council.

Prepares and makes presentations to Board of Supervisors, outside agencies and/or other groups as needed; develops related reports, information packets and agenda summaries.

Signs official and other documents to approve or ensure information adequacy, accuracy, and legitimacy.

Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for the department. Analyzes and predicts future trends and/or regulations pertaining to department operations.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Computer	Vehicle
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**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's degree from an accredited four-year college or university in Public Administration, Social Work or a related field; and,

Six or more years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of public social services and organizational structure.

Applicable state, federal and local ordinances, laws, rules and regulations.

Budgetary principles and practices.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

All computer applications and hardware related to performance of the essential functions of the job.

Recordkeeping, report preparation, filing methods and records management techniques.

Methods and techniques of research, statistical analysis and report presentation.

**Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

**Mental and Physical Abilities:**

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to write reports, correspondence and/or other documents.

Ability to analyze situations effectively, interpret and apply laws and regulations and recommend effective courses of action.

Ability to speak effectively before groups and respond to questions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to stand, walk, and lift and/or move up to 10 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.