



BOARD OF COUNTY COMMISSIONERS
DESOTO COUNTY

Human Resources Department
201 East Oak Street
Arcadia, Florida 34266
Telephone (863) 993-4808
Fax (863) 993-4708
Drug-Free Workplace

REQUISITION #18-09

RECRUITMENT NOTICE

As an employer, DeSoto County will not permit discrimination because of race, color, creed, religion, national origin, ethnicity, age, gender, pregnancy, marital status, genetic information, veteran status, disability or political affiliation. We make every effort to employ best-qualified individuals. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida. All applicants must complete and submit a DeSoto County application in its entirety for consideration.

POSITION: SOCIAL SERVICES DIRECTOR
POSITION #: 91607
DEPARTMENT: SOCIAL SERVICES
SALARY RANGE: \$19.05 - \$26.47 (\$39,624.00 - \$55,057.60)
OPENING DATE: DECEMBER 15, 2017
CLOSING DATE: OPEN UNTIL FILLED

GENERAL PURPOSE:

This is a highly responsible supervisory position involved in the administration of Social Services programs.

ESSENTIAL FUNCTIONS:

1. Develops and maintains detailed and complex financial tracking systems for various Social Services programs.
2. Formulates programs and provides resources, policies, procedures, and administration to effectively perform the administrative function of the Social Services Departments.
3. Plans, coordinates and organizes personnel (volunteers included); establishes and maintains records, statistics, reports, and program controls as necessary to insure compliance with all applicable laws, policies, ordinances, resolutions, directives, and regulations.
4. Evaluates and recommends to County Administrator programs, policies, procedures, and methods to increase efficiency and effectiveness of department programs.
5. Prepares department's annual budget; develops and maintains management controls over expenditures and receipts of funds; investigates federal and state sources of financial assistance and grants and prepares necessary applications.
6. Responsible for accurate operation and delivery of services through numerous social services programs to include but not limited to, housing services, medical social programs, transportation, and other general social service programs.
7. Coordinates and maintains good working relationships with other departments the general public, federal, state and local agencies, officers, and officials.
8. Represents the County as an active member on various community and regional level Social Services boards.
9. This is a Disaster Essential Position.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of local, federal, and state laws and regulations relative to organizing and maintaining social services programs.
- Knowledge of organizational techniques.
- Ability to establish and maintain effective working relationships with associates, officials, civic groups, and the general public.
- Ability to interact with public and coworkers.

EDUCATION AND EXPERIENCE:

Graduation from an accredited university or college with a bachelor's degree in Business Administration, Management, or a related field. Four years of administrative, supervisory, and accounting background preferred.

(A comparable amount of training, education, or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Possession of a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing
- Ability to access, input, and retrieves information from a computer

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

TO APPLY VISIT: <http://desotobocc.com> **OR** www.employflorida.com