

# CARROLL COUNTY JOB AND FAMILY SERVICES

An Equal Opportunity Employer

## POSITION DESCRIPTION

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**Position Title:** County Job & Family Services Administrator      **Position Control Number:** 10000.0

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**Department/Division:** Administration

**Reports to:** Board of County Commissioners

**Civil Service Status:** Classified

**FLSA Status:** Exempt

**Bargaining Status:** Non-bargaining

**Working Hours:** Monday-Friday 7:45AM-4:30PM

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### SUMMARY OF DUTIES:

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The primary purpose of the County Job and Family Services Administrator position is to oversee all agency functions. The position has responsibility for maintaining all agency programs and activities. In addition the position provides indirect supervision to all agency employees. Other responsibilities include performing fiscal duties for the entire agency as well as conducting and attending meetings and training sessions.

### ESSENTIAL JOB FUNCTIONS:

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- Directs and supervises Income Maintenance, Employment Services, Workforce Development, Children Services, and Family and Children First Council operations and personnel.
- Develops, implements, and monitors all policies and procedures to ensure compliance with State and Federal guidelines.
- Develops, implements, and monitors annual program plans and budgets.
- Monitors all purchased service contracts.
- Purchases equipment.
- Coordinates services with local, State, and Federal agencies.
- Negotiates and controls leases for agency space and equipment.
- Provides direct supervision to agency supervisors and Program Director.
- Provides indirect supervision to all agency employees.
- Determines need for new staff members and informs County Commissioners of need.
- Interviews applicants and makes recommendations to County Commissioners for the hiring of new employees.
- Disciplines subordinates when necessary.
- Reviews, approves, or denies employee requests for leave.
- Completes performance evaluations of subordinates' work.
- Oversees fiscal duties for the entire agency.
- Reviews statistical and fiscal reports.
- Reviews all invoices.
- Reviews bi-weekly payroll.
- Conducts and attends meetings and training sessions.
- Shares staff development with supervisors.
- Attends conferences and workshops.
- Maintains relationship with County Commissioners, other public office holders, and State associations to ensure compliance with State regulations.

- Performs public relations duties, representing entire agency.
- Informs the public and interested groups of benefits and services through agency.
- Makes public appearances as needed.
- Be available on 24-hour emergency call.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Demonstrates the ability to develop and maintain effective working relationships with supervisor, employees, co-workers, and the public.
- Maintains regular and predictable attendance

**OTHER FUNCTIONS:**

- Remains informed of current developments and procedures pertinent to duties.
- Performs other related tasks, duties, and responsibilities as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education and/or Related Experience:**

- Bachelor’s Degree in business administration, public administration, human services, human resources, psychology, sociology, social work, education, finance, or a related field; and
  - 5 years of administrative/ managerial experience to include responsibility for managing the fiscal aspects of an organization, agency, program, or operational area and assisting in developing and implementing policies, programs, laws, rules, and/or regulations. At least two of the five years must have been as a supervisor over subordinate staff and/or contractors.
- OR -**
- An equivalent combination of education, training, and/or experience.

Must maintain a valid driver’s license and acceptable driving record as determined by Carroll County Government.

**Required Knowledge, Skills, Abilities, and Other Characteristics (KSAOs):**

**Knowledge of:** Office practices and procedures; personnel practices; supervisory practices; interviewing principles; the American with Disabilities Act; the Civil Rights Amendment; training and development; contracts; local, State, and Federal laws, rules and regulations concerning employment practices; administrative practices and procedures; training and development practices; Occupational Safety and Health Administration; disciplinary practices and procedures; fiscal management; budgeting procedures; financial forecasting; training seminars procedures; note taking; public relations.

**Skill in:** Oral communication; organization; training; delegating; interviewing; data interpretation; computer skills; presentation; listening; information retention; public speaking.

**Ability to:** Handle problems involving varied and unrelated processes and methods; supervise, delegate, and monitor the work of different supervisors; discipline delinquent employees; interview and select new employees; research new information and update staff; maintain accurate records; assign work to others; explain assignments, procedures, or situations to others; work with others; answer routine questions/inquiries; recommend qualified candidates; interpret policies and procedures;

recognize errors in the work of others; collect data; statistically analyze data, perform intermediate mathematical operations; prepare and monitor agency budgets; forecast financial recommendations; interpret fiscal data and make budget preparations; monitor allocations to various programs and divisions; present and relay information; utilize information in a work setting; report information to the appropriate people; present information to the public; answer questions pertaining to programs.

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### WORKING CONDITIONS:

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**Unusual Worker Conditions/Hazards:** The position does not involve responsibility for the physical safety of others. Additionally, the position involves very limited probability of an injury, but minor risks of injuries involving an office setting, such as tripping and falling, do exist.

**Equipment Operated:** Ability to operate equipment such as, but not limited to: personal computer, printer, mobile devices (phones and tablets), calculator, multi-functional copier, scanner, fax machine, and shredder.

**Software/Programs:** Ability to operate computers for data input and retrieval, proficiency in Microsoft Windows, Microsoft office, and web browsers (Microsoft Edge, Google Chrome, Internet Explorer), CFIS, SACWIS, Kronos, and other systems as required by program area responsibility.

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### SUPERVISORY RESPONSIBILITY:

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Directly supervises:

10002.0 Assistant Director

10005.0 Fiscal Supervisor

20000.0 Eligibility/Referral Supervisor 1

20005.0 Eligibility/Referral Supervisor 1

20025.0 Eligibility/Referral Supervisor 1

30000.0 Social Services Supervisor 1

30016.0 Social Services Supervisor 1

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**IMPORTANT DISCLAIMERS**

This document does not create or constitute a contract of employment. The Employer reserves the right to add, modify, alter, amend, or remove any portion of this position description at any time, with or without notice. Nothing in this job description restricts the Employer's right to assign or reassign duties and responsibilities to this job at any time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All printed position descriptions are uncontrolled and must conform to the latest approved revision.

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My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)