

## **Bertie County Social Services Director**

Salary Grade: 83

Salary Range: \$72,723 - \$112,721

### **Responsibilities:**

The County Director of Social Services in Bertie County is the Chief Executive Officer and/or Administrator of a Medium-sized County Department of Social Services. The County Director is a Public Official who is appointed by, and reports to the Bertie County Board of Social Services. The primary purpose and duties and responsibilities of the County Director of Social Services are established and defined in GS 108A-14 as follows:

- To serve as executive officer to the Board of Social Services and act as its secretary;
- To appoint necessary personnel of the County Department of Social Services in accordance with the merit system rules of the State Personnel Commission;
- To administer the programs of public assistance and social services established in NCGS 108A under pertinent rules and regulations;
- To plan, prepare, and develop a multi-million-dollar Annual Social Services Budget in accordance with the Federal rules for a Cost Allocated/Cost-Distributed Budget and in accordance with the North Carolina Fiscal Control Act and the Local Government Commission Finance laws, rules and policies;
- To monitor and control the financial activities of the programs and services administered by the Department.

### **Knowledge, Skills, & 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, fiscal responsibilities, personnel management techniques, and general knowledge of a public social services agency. 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; direct employees and programs in the various areas of responsibility; and develop and maintain effective working relationships with the general public, and with federal, state, and local officials.

### **Qualifications:**

Minimum Qualification Requirements include a 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.

### **How to apply:**

Please submit a completed State of North Carolina Application Form (PD-107), with unofficial college transcript to Bertie County Human Resources – Attn: Nicole Boone. Application and unofficial transcript may be mailed to P.O. Box 530 Windsor, NC 27983 or emailed to [nicole.boone@bertie.nc.gov](mailto:nicole.boone@bertie.nc.gov).