

Board of Commissioners:
Todd McNeill, Chairman
William Sands, Vice Chair
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Larry Dix



Director:
Tracie McMillan Downer

336-846-5719
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Ashe County Department of Social Services
150 Government Circle, Suite 1400
Jefferson, NC 28640

September 30, 2019

Dear Commissioners,

After much consideration, I believe that it would be a better use of the county's resources to change the Program Manager position to a Deputy Director position for the Ashe County Department of Social Services. I will detail the reasons for this request and answer any questions during the oral presentation on October 7, 2019.

Currently Ashe DSS has a vacant Program Manager position, #5310-300-18. The amount budgeted for that position for this fiscal year was \$67,653 as it was grade 76 and step 4. If the request to change the position is granted, the annual salary would be \$65,649, as the Deputy Director would be grade 77, step 1. So there is sufficient money in the current budget to cover this request.

Sincerely

Tracie Downer
Director
Ashe Department of Social Services



Ashe County Department of Social Services
150 Government Circle
Suite 1400
Jefferson, NC 28640
(336)-846-5719

RECRUITMENT ANNOUNCEMENT

POSITION: Department of Social Services Deputy Director
POSITION IS PERMANENT, FULL-TIME
POSITION #5310-300-19

Annual Salary Range: Grade 77 \$65,649 - \$92,487

Application Period: September 30, 2019 – October 10, 2019

JOB RESPONSIBILITIES:

This position will report to the Director. The primary purpose of this position is to assist the Director with administration and coordination of all services and programs provided by the department. The Deputy Director will serve as an extension of the Director and will assume overall agency responsibility in the absence of the Director. The Deputy Director's position will be utilized extensively in the areas of Child Welfare, Adult Services, Income Maintenance, Work First and Child Support programs, with tasks including direct management, coordination, supervision and day-to-day operation of those areas. The position performs difficult, complex administrative and managerial work with the primary responsibility for planning, organizing, staffing and directing the Agency operations under the direction of and through delegation from the Director. The Deputy Director will also be responsible for working directly with the Director and other management team members in internal planning, budgeting, community planning and community relations. Responsibilities include special projects as assigned by the Director. The Deputy Director may be called upon to provide supervisory on-call duties during times of supervisory shortages and will assist in the operation of a community shelter in the event of an emergency. State, Fiscal and Personnel will remain the direct responsibility of the Director.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of principles, methods and techniques of efficient administration, including interpersonal communication, personnel administration, budgeting, accounting, planning, program evaluation and office management. Thorough knowledge of human services administration. General knowledge of social, medical, mental and economic factors of the community served. Ability to plan, coordinate and direct a staff of technical, professional, and clerical personnel. Ability to interpret and apply laws and policies to specific problems relating to agency activities. Ability to establish and

maintain effective working relationships with agency personnel, county officials and the general public.

MINIMUM EDUCATION AND EXPERIENCE:

Minimum Education and Experience: Master's degree in public administration, business administration, social work, or human services field and two years of management experience in a human services agency or business, with a preference for one year of management experience in a human services agency; or, graduation from an accredited four-year college or university with a human services, business or related degree and four years of management experience in a human services agency or business, with a preference for two years of management experience in a human services agency; or an equivalent combination of training and experience.

APPLICATION PROCESS:

All applications must include a signed State Application for employment (PD 107 located on the Ashe County website), a cover letter, resume, and a copy of a transcript from the institution where the applicant received the highest degree. An official transcript may be requested subsequently.

Internal applications may be submitted to Lori Trent.

External applications must be submitted to the NCWorks Office, 626 Ashe Central School Road; Unit 5, Jefferson, NC 28640 in order to be considered. You may fax all documents to Nancy Broman at 336-982-3657 prior to the 1:00 p.m. deadline on October 10, 2019.

Incomplete applications or applications received after 1:00 pm on October 10, 2019 will not be accepted. Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office; therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. Verification for education and work experience is taken solely from information listed on the application Form PD-107. Applicants will not automatically be given credit based on their position title.

SELECTION PROCESS:

Selection will include use of a structured interview to select the best applicant for the position. Applications are rated by the State Personnel Division for training and experience. Candidates will be subjected to a background check and drug screening.

ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER