



## Employment Opportunity

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### **Position: Social Services Director**

Roseau County is accepting applications for a regular full-time **Social Services Director**. This is a benefited Grade 13 position with a salary range of \$39.23 to \$48.22 per hour, commensurate with experience. This position is responsible for planning, implementation, and administration of the Public Assistance, Social Service and Child Support programs for the County. The Director is responsible to manage and direct the social services department to ensure that all programs and services are properly implemented in accordance with County policies, State rules and Federal requirements.

Overall responsibility for administration of a publically funded, countywide social services system that annually expends County, State and Federal funds; including, income maintenance programs, health care, food support, emergency assistance, social service programs and child support services. Assumes primary responsibility for all management functions, including program planning and development, community relations, strategic planning, budgeting, and organizational management.

Minimum qualifications include a Master's degree in social work, psychology, sociology, or related field and two years of supervisory experience in a public or private social services agency, involving supervision of income maintenance, social service programs, or fiscal operations. Or, a Bachelor's degree in social work, psychology, sociology, or related field and five years of professional or technical experience in a County social services agency performing work according to complex Federal/State regulations in income maintenance/social service programs, or fiscal operations.

The successful candidate must have a strong working knowledge of generally accepted methods, procedures, and principles of human services administration. Must have considerable knowledge of budgeting principles and practices, internal accounting controls and financial analysis of revenue and expenditures. Must possess the ability to communicate effectively, orally and in writing, and have good public relations skills, plus the ability to establish and maintain effective working relationships with staff, citizens and community officials. The candidate must have the ability to make sound decisions, provide effective leadership to staff, and the ability to work tactfully, collaboratively, and diplomatically with others.

For more information or to receive an application, contact the Roseau County Coordinator at (218) 463-4248. Applications and a detailed job description may be downloaded from the Roseau County web site at <http://co.roseau.mn.us/>. Completed applications, along with resume and cover letter should be sent to: Social Services Director Position, Roseau County Coordinator, 606 5<sup>th</sup> Ave SW, Room 131, Roseau, MN 56751. Closing date is April 12, 2019.