

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Director of Social Services
DEPARTMENT: Social Services
REPORTS TO: City Manager

SALARY GRADE: 26
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position oversees the operation and administration of the Youth Services Bureau, Assistance in Living Program, and the Crisis Intervention Counselor program.

ESSENTIAL JOB FUNCTIONS:

Plans and implements short and medium range goals, objectives, and strategies for the department, projects, and programs to ensure efficient organization and completion of work. Plans long-range goals, objectives, organizational structure, and overall direction for the department.

Provides overall direction, supervises and works directly on the implementation of all aspects of the department, ensuring that activities are completed consistent with City Council and City Manager goals, objectives, and directives.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.

Established, reviews, and coordinates procedures to insure maximum cost effectiveness.

Develop the department's annual budget, including justifying budget estimates.

Studies and analyzes the effectiveness of the department's services.

Maintains systematic, complete and accurate records of department activities, services, property and personnel.

Prepares and issues regular and special reports for use by staff, community and funding agencies.

Provides clinical supervision to Bureau staff.

Supervises students from area colleges and universities and monitors their skill development.

Serves as a consultant on child, adolescent and parental developmental cases.

Provides direct services to clients, such as intake interviews, counseling, crisis intervention, and follow-up evaluations.

Elicits technical and professional direction for programs from technical consultants during weekly clinic, staff and consultant meetings.

Studies conditions, needs, and trends affecting the developmental needs of community members.

Keeps abreast of developments in the human services field.

Interprets the philosophy and objectives of the department's programs to the public through all suitable means.

Represents the City on various boards and organizations on the local, regional, state and federal levels. Represents the department at various board and committee meetings and provides liaison with other departments on related activities.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Master's degree from an accredited college or university in Social Work, Psychology, Marriage and Family Therapy or a related field; and,

Five to seven years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Licensed Mental Health Provider

Approved Clinical Supervisor, AAMFT desirable

Approved Alcohol and Drug Supervisor desirable

KNOWLEDGE, SKILLS, AND ABILITIES:

Municipal Social Service Programming

Family counseling theories and practices

Senior case management and counseling services

Crisis intervention

Vocational and educational services

Budget development policies and procedures.

Administration of staff and activities, either directly or through subordinate supervision.

All applicable state, federal and local ordinances, laws, rules and regulations, especially pertaining to mental health, social services and aging services.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Local, state and federal laws and current city ordinances.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Providing clinical supervision to staff.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

While performing the essential functions of this job the employee is frequently required to stand; sit; use hands to finger, handle, or feel; speak and hear; read and write; keyboard.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.