

## **DIVISION ADMINISTRATOR (CHILDREN, YOUTH & FAMILIES SERVICES)**

### **DEFINITION**

Under general supervision of the Human Services Director, manage the division providing prevention through treatment and contracted services including child protective, juvenile justice/delinquency, community based intervention AODA and mental health services and perform related work as required.

### **EXAMPLES OF DUTIES**

Work with the director, staff and clients in order to define purpose, service goals and objectives and related procedures in order to provide better human service delivery systems to meet clients' needs; make operational new policies, procedures and programs as adopted by the department; oversee the overall supervision of the work of the various sections and units within the Children, Youth and Families (CYF) services program, i.e., intake, protective services, family and individual counseling, purchase of care and services; supervise division managers to provide encouragement and guidance in meeting department goals and standards; respond to personnel administration issues, i.e., recommend hiring, discipline, initiate work assignments, investigate and adjust grievances; review and evaluate human service system within the division; provide orientation for service workers; monitor the division's fiscal status on a routine basis and develop cost containment measures as indicated; prepare human services annual work plan and budget; cooperate with other public and private agencies, as the division representative, in establishing, coordinating, evaluating programs or in resolving program issues; participate in administrative staff meetings; write reports for presentation and/or publication; make recommendations regarding legislation relative to programs; and continue the division's strategic plan implementation.

### **EMPLOYMENT STANDARDS**

Education and Experience: A Master's degree in a human services, public policy, public administration or related field and four years of related work experience, including significant management responsibility or a Bachelor's degree in a human services field and six years related work experience, including significant management responsibility.

Knowledge, Skill and Abilities: Knowledge of modern management principles and techniques in the areas of personnel management, fiscal analysis and management, budgeting and management information; knowledge of program planning and evaluation; knowledge of the special needs and problems of clients served by the division; possession of effective oral and written communication skills; ability to develop and implement program cost and effectiveness criteria; ability to write and speak effectively on a variety of issues; ability to manage staff effectively and develop effective working relationships with state and county officials and service providers.