



DIRECTOR OF THE DEPARTMENT OF CHILDREN AND FAMILIES

Classification #: 065

FLSA: Exempt

EEOC: 01

GENERAL STATEMENT OF DUTIES:

Plans, directs and evaluates the activities and operations of the Department of Children and Families to include: administration of Great Start, Children/Youth/Families, Court-Appointed Special Advocates (CASA), Youth Investment, Child Care Development Fund, Family Preservation and Support, and Healthy Start Programs and other programs as assigned; plans, manages and advocates for a comprehensive system of policies and services for children and families; coordinates department activities through the Marion County Children and Families Commission; and performs other duties as assigned. This is a position in the unclassified service and serves at the pleasure of the appointing authority.

The Director must have high level skills and abilities in human relations, organizational behavior, management principles and practices (including planning, organizing, directing, motivating, and decision making); communication (verbal and written); analysis and policy development; research and evaluation on issues and evidence-based practices regarding children, youth, families, and community mobilization; and supervision, including planning and assigning work, motivating staff to work effectively and directing work flow to promote the agency mission. The Director position requires skills not only in managing employees, but also in relating with community volunteers, local government officials, business and corporate representatives, social service providers, and children/family advocates.

The Director is expected to apply a high level of creative and developmental thinking. Additional skills include: identifying high level policy issues and developing response strategies for the Board of Commissioners; skill in originating and implementing a broad range of proposed programs and initiatives that start as a vision or concept; skill in negotiating various levels of participation by community leaders in partnerships with the County; and skill in creating a high level of support and participation by state and local government officials and the public.

SUPERVISION RECEIVED:

Receives policy direction from the Marion County Children and Families Commission and works under the general direction of the Chief Administrative Officer.

SUPERVISION EXERCISED:

Exercises supervision over program staff; recommends changes in staffing patterns; manages the recruitment and support of volunteers; negotiates and manages intergovernmental agreements and consultant contracts to extend the basic capacity of the Children and Families Commission staff.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Commission Administration and Management -- Provides Commission administration and management; coordinates policy implementation and Commission-related functions in policy, planning, and resource allocation; analyzes state and county legislation, rules, regulations, polices, and procedures; develops recommendations for Commission decisions; utilizes strong fiscal and business acumen to prepare, oversee and manage the Commission's budget; monitors and authorizes expenditures; oversees contracts and grant management; manages and oversees contractual positions for development of Community Progress Teams; recruits, trains, and supports Commission board members; provides staff support to the Board and executive committee; maintains frequent contact with members, answers questions, assures involvement and organizational unification within a policy platform; resolves issues and demonstrates staff leadership in moving Commission initiatives forward.
2. Plan Development, Implementation and Policy Analysis – Organizes development and execution of county comprehensive service delivery plan; analyzes information, duties, and policy options; identifies, engages, and enlists key gatekeepers of systems and organizations to develop policies, investments, strategies, and initiatives to benefit children, youth, and families through community partnerships and service integration.
3. Community Leadership and Partnerships -- Promotes community leadership and partnership in the engagement of children and family needs, issues, strategies and goals; creates and maintains internal and external partnerships; secures the active participation of and facilitates partnerships among local commissioners, advisory, and other groups planning for the delivery of services to children and families in diverse social environments; provides for community participation in the planning process; serves as liaison with media and other groups in public relations role; coordinates commission advocacy efforts; networks statewide with children and family representatives.
4. Community Engagement -- Promotes community engagement through the development of public forums, hearings and meetings; develops and writes reports, presentation documents, and correspondence; designs and presents informational programs in meetings, hearings, and legislative sessions; moderates divergent viewpoints and helps to build community consensus; facilitates resolutions to benefit children, youth, and families; provides leadership and direction in policy development, planning and coordination of services and supports, identification and funding of needed community services, assuring accountability and evidence-based practices, and community mobilization.
5. Research and Evaluation -- Researches and evaluates children and family issues and model programs; assesses needs, analyzes and develops local outcome indicators based on locally-developed and prioritized benchmarks; develops a method for evaluating service outcomes; maintains knowledge of current research trends, issues and services.
6. Training and Technical Assistance -- Provides training and technical assistance to program providers and other community groups; organizes training and orientation meetings on children and family issues and practices, resource development, and community leadership topics.

7. Personnel and Department Management – Plans, develops, and implements department goals and objectives; proposes and administers department policies and procedures; provides personnel and team management for department staff; conducts performance reviews; provides staff training opportunities; manages recruitment and support of volunteers; participates in County meetings and ensures county policies and procedures are followed.

RECRUITING REQUIREMENTS**KNOWLEDGE, SKILLS AND ABILITY:**

Knowledge of: pertinent federal, state and local laws, policies and procedures relating to Children and Families programs; principles and practices of community collaboration; legislation regarding implementation of service delivery systems related to Children and Families; the working principles and practices of contract preparation, negotiation and administration; principles and practices of budget administration; organizational and management practices as applied to the analysis and evaluation of programs; principles relating to supervision, training and performance management; human growth and development spanning ages 0 – 18 years; family systems and dynamics; research and evidence - based practices in prevention, intervention, and treatment across a wide range of systems including mental health, addictions, early childhood, positive youth development, and family support.

Ability to: Conceptualize, plan, organize and direct the activities of Children and Families Commission and programs; formulate and implement complex policies and procedures; recruit volunteer membership for committees, commissions and/or councils; develop and maintain programs and services that meet the needs of the community's children and families and are consistent with legal requirements; communicate effectively, both orally and in writing; prepare and administer a budget; prepare clear and concise reports, grants, and related documents; respond to changes desired by citizens and county staff; establish and maintain cooperative working relationships with citizen groups, volunteers, other agency personnel and county employees; use sound judgment in making decisions regarding program and management problems; plan time efficiently and work independently; establish and maintain effective working relationships with local officials, various state and local agencies, legislative committees, state and federal officials, business and corporate officials and citizen groups.

EXPERIENCE AND TRAINING:

1. Master's degree in public or business administration, human services, social sciences, education, or a related field; AND
2. Five years of increasingly responsible experience in developing and managing service delivery systems and mobilizing communities in endeavors to improve conditions for children and families, including two years of supervisory responsibility. Experience with programs impacting children and families is highly desirable.
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

ADOPTED: 08/03

REVISED: 02/04; 12/06; 11/07

MR: 12/05