COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: January 5, 2016 **CLOSING DATE: January 20, 2016**

COUNTY TITLE: DIRECTOR OF ADMIN SERVICES **PAY GRADE: M-II**
(Civil Service Title; Class Code-Position Number: C&Y Asst Admin 2; L0207-0004)

BARGAINING UNIT: Non-Bargaining
(Seniority Position: No)

DEPT: Human Services/OCY
154 W. 9th St., Erie, PA 16501

2015 ENTRY RATE: $22.16/hour $43,212/annual - Min
$41.51/hour $80,945/annual - Max

HOURS PER WEEK: 37.5
Mon – Fri, 8:30 a.m. – 5:00 p.m.

*****THIS IS A REGULAR, FULL-TIME, CIVIL SERVICE POSITION*****

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position should submit an Erie County Employment Application, Bid Form and Resume stating their qualifications to the Human Resources Dept., Erie County Courthouse, 140 West Sixth Street, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm. **Applications must be received or postmarked on or before Wednesday, January 20, 2016.**

JOB APPLICATION PROCEDURES, APPLICATIONS AND BID FORMS CAN BE FOUND BY GOING TO THE www.eriecountypa.gov WEB ADDRESS AND SELECTING THE "VIEW JOB POSTINGS" LINK ON THE HOME PAGE. COMPLETED FORMS CAN EITHER BE HAND DELIVERED OR MAILED TO THE HUMAN RESOURCES DEPT. ADDRESS LISTED ABOVE, OR, FAXED TO HUMAN RESOURCES @ 814-451-6484.

Inquiries related specifically to job duties may be directed to Lana Rees @ 814-451-6667. All other inquiries may be directed to Jaynette Simmons @ 814-451-6852.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.

ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS

Applicant must be a Pennsylvania (PA) resident and meet the Minimum Experience and Training (METs) required for the job. The METs for this position are either: Four years of experience in the field of public or private social work, including one year in an administrative or supervisory capacity in a children and youth social services program agency; and a bachelor's degree; **OR,** Any equivalent combination of experience and training.

Applicant must also be EITHER:

1. Within reach through the Rule-of-Three process on the current, comparable PA State Civil Service List of Eligibles for a County Children, Youth & Families Program Director (Job Code: L0749);
   OR
2. Promotable without Exam (PWOE) through Civil Service by currently holding regular PA State Civil Service status in the next lower class of either a County Casework Supervisor, Youth Development Counselor 2, CY&F Program Specialist 1, County MH Program Specialist 1, County MR Program Specialist 1, D&A Program

(continued on reverse)

Specialist, D&A Case Management Supervisor or County Quality Assurance/Risk Management Specialist.

For any other classification, a determination will be made as to whether a logical, occupational, functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for this position.

Applicants must also meet Civil Service Meritorious Service and Seniority criteria: Meritorious service is defined as: a) the absence of any discipline above the level of verbal reprimand during the twelve months preceding the closing date on the posting; and, b) the last due overall regular or probationary performance evaluation was higher than "unsatisfactory." Seniority is defined as a minimum of one year in a next lower class by the closing date of the posting.

OR

3. Eligible for either reinstatement, transfer, reassignment or voluntary demotion to the Children & Youth Assistant Administrator 2 classification.

If you're uncertain of your eligibility of consideration for this position, please contact Jaynette Simmons @ 814-451-6852.

If you do not currently hold or have not previously held regular Pennsylvania Civil Service Status and your name is not on the current, comparable Pennsylvania Civil Service Employment List for a County Children, Youth and Families Program Director (Job Code: L0749), you will be ineligible for consideration for this position.

DUTIES/RESPONSIBILITIES

The Assistant Administrator reports directly to the Executive Director of the Office of Children and Youth. The Assistant Administrator will have the following leadership duties:

General practice and Agency management

- Modeling to Agency staff a family-centered practice that upholds the child welfare goals of safety, permanence and child well-being. All activities and communications should reflect this philosophy and value.
- Supervision of Agency casework supervisors and others (administrative assistants, etc.), to include ongoing reviewing and evaluation of their work. Assures casework practice is in compliance with all regulations, bulletins and mandates, and that sound supervision is being provided on a regular basis to casework staff by their supervisors.
- Subject matter competence in the following areas:
  - Child Protective Services Law
  - Juvenile Act
  - Adoption and Safe Families Act
  - PA Department of Human Services' regulations and bulletins pertaining to the Office of Children, Youth and Families (specifically, but not inclusively, PA Code Chapter 3130 and 3490, relative to administration of C&Y agencies and the Child Protective Services code, and 3700, relative to Foster Family licensure and regulation).
  - PA Safety Assessment
  - Fostering Connections Act
  - Child development through adulthood
- Reviews, analyzes and develops Agency operational policies and procedures in accordance with County policies, Federal laws and PA Department of Human Services' regulations and bulletins (see above subject-matter competency areas). Agency policies and procedures shall be in accordance with a family-centered orientation, with reunification as the goal whenever safety and well-being of the child permits.
- Provides quality assurance review of case records to assess treatment plans, case progress and service, reunification and termination decisions.
- Coordinates with Agency legal staff to assure reports and data provided are complete, accurate and timely for all fully informed parties to the Court.

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- Availability to be contacted 24 hours/day in emergency situations, or identify a suitable administrative contact if employee is unavailable.
- Participate in Multi-Disciplinary Team meetings, if designated by Executive Director.
- Participate in Child Death Review meetings, if designated by Executive Director.

Personnel and staff development

- Communicates regularly with Agency casework staff, to include regulatory and Agency updates and trainings via monthly staff meetings for the entire casework staff.
- Develops and implements an in-service training plan for Agency staff.
- Interviews and makes hiring recommendations for Agency casework staff, to include clerical support when appropriate.
- Assures actions are taken to support or correct staff performance issues, including conducting disciplinary investigations and taking progressive disciplinary actions as necessary to correct staff performance issues.

Agency budgeting and general administrative duties

- Assistance in planning, developing and implementing a comprehensive Agency annual plan and budget.
- Monitors direct and contracted services to assure program quality efficiency and conformance with established Federal, State and local regulations and policies.
- Represents the Agency director at meetings with public, the judiciary and State and local officials concerning the function and program of the County Children and Youth Agency.
- Ensures the continuation of Agency programs and services in the absence of the Agency director.
- Reviews relevant expenditures in the Children and Youth budget on a monthly basis and approves requests for client and program-related expenditures.
- Reports on outcomes from casework staff and contracted providers to Executive Director.
- Other administrative duties as assigned by the Executive Director.

*****This position is subject to the provisions of the Erie County Employee Handbook*****

STATEMENT OF EMPLOYEE BENEFITS

Average **Annual Benefits & Pension Value for: Non-Bargaining** Single Coverage - **$12,040**
Dependent Coverage - **$23,595**

Average paid holidays annually – **14 days**
Average paid vacation for 1st year – **6 days (amount increases after one year of employment and caps out @ 20 years)**
Average paid personal days annually – **5 days**
Holidays may vary by bargaining unit