



MONTGOMERY COUNTY
 Department of Human Resources
 451 West Third Street, 9th Floor
 Dayton, OH 45422

<http://www.mcoho.org>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Assistant Director, Children Services**

An Equal Opportunity Employer

SALARY

\$45.19 - \$55.38 Hourly \$93,995.20 - \$115,190.40 Annually

OPENING DATE: 09/11/20

CLOSING DATE: 10/08/20 11:59 PM

CLASS CONCEPT:

Assistant Director level reporting to County Job and Family Services Deputy Director with responsibility for the administration and financial management of agency services and for specific operations and/or communication of agency programs and/or services. Performs material and substantial duties of classification more than 50% of the time.

JOB DUTIES

Provide senior leadership in directing, planning and evaluating multiple programs within a complex service delivery system Coordinate efforts to expand services and respond to service needs; identify collaborative opportunities to enhance and expand service delivery Evaluate and develop creative and innovative business methods/models to enhance the impact of service delivery on children and families Be familiar with reform proposals and relevant legislation at both the federal and state levels Contribute as a leader to the overall development of the organization across all areas.

Provides leadership and direction for specific action plans, for evaluation and organization of agency needs, for development of agency programs, and for practice and/or maintenance of all agency, county, state, and federal policies, regulations and/or laws.

Establishes and maintains decisive administrative structure which will support, facilitate and improve agency services both internally and externally within applicable policies, regulations and laws.

Assists in budget preparation, monitors expenditures, provides accountability for funds expended, and maintains integrity of provided services and their costs. Knows funding processes for agency through local, state and federal government and searches alternate funding streams such as grants which may be government or private.

Provides effective Public Relations program which interprets agency's services to the community; initiates and/or participates in community activities to maintain agency presence; and maintains agency relationship with other community, county and state organizations affiliated with similar services/programs.

Assists in the formulation of sound agency policies including recommendations for changes and/or improvements in connection to community needs; works closely with leaders within

agency and provides leadership/work within appropriate committees.

Participates in or aides research development which will enhance agency functions, processes and outcomes. Manages agency changes effectively and takes logical, calculated risks which will overall enhance agency and its services to community.

MINIMUM CLASS REQUIREMENTS

Completion of graduate major program course work in business administration, MSW, MBA, or other advanced degree, and 10 yrs. human services agency progressive responsibility;-OR alternative, equivalent evidence of Minimum Class Requirements. (Other Evidences May Be Substituted)

TRAINING & DEVELOPMENT

Valid Driver's license and acceptable driving record.

Key Competencies:

●**Seasoned Judgment:** Applies broad knowledge and seasoned experience when addressing complex/critical issues; defines strategic issues clearly despite ambiguity; takes all critical information into account when making decisions; makes timely, tough decisions.

●**Visionary Thinking:** Has a clear vision for the business and/or operation; maintains a long term, big picture view; foresees obstacles and opportunities; generates break through ideas.

●**Shaping Strategy:** Assists in developing distinctive strategies focused on efforts that add significant value; translates broad strategies into specific objectives and action plans; aligns the organization to support strategic objectives.

●**Driving Execution:** Assigns clear authority and accountability; direct changes while maintaining operating effectiveness; integrates and align efforts across units and functions; monitors results; tackles problems directly without delay.

●**Empowering Others:** Creates a culture that fosters personal investment and excellence; nurtures commitment to a common vision and shared values; gives people opportunity and latitude to grow and achieve; promotes collaboration and teamwork.

●**Influencing and Negotiating:** Promotes ideas and proposals persuasively; shapes stakeholders opinions; projects a positive image; works through conflicts; negotiates win/win/win solutions.

●**Leadership Versatility:** Plays a variety of leadership roles (e.g. driving, delegating, supporting, coaching), as appropriate; adapts style and approaches to match the needs of different individuals and teams.

●**Building Organizational Relationships:** Cultivates an active network of relationships inside and outside the organization; relates well with colleagues (i.e. bosses, peers, direct reports); stays in touch with employees at all levels.

●**Inspiring Trust:** Establishes open, candid, trusting relationships; treats all individuals fairly and with respect; behaves in accordance with expressed beliefs and commitments; maintains high standards of integrity.

●**Fostering Open Dialogue:** Promotes a free flow of information and communication throughout the organization (upward, downward, and across); listens actively; encourages open expression of ideas and opinions.

●**High Impact Delivery:** Delivers clear, convincing, and well-organized presentations; projects credibility and poise even in highly visible, adversarial situations.

●**Drive Stakeholder Success:** Sets and pursues aggressive goals; drives for results; demonstrates a strong commitment to organizational success; works to do what is best for all stakeholders (customers/citizens, and employees).

●**Mature Confidence:** Realistically appraises own strengths and weaknesses; shares credit and visibility; maintains and projects confidence, even when not supported by others.

●**Adaptability:** Maintains a positive outlook; resists stress and works constructively under pressure; responds resourcefully to change and ambiguity.

●**Career and Self-development:** Conveys a clear sense of personal goals and values; manages time efficiently; pursues continuous learning and self-development.

●**Cross Functional Capacity:** Understands the role and interrelationship of each organizational

function (e.g. Departments and Elected Offices); has experience and skills in managing across functional and organizational lines.

●**Industry Knowledge:** Knows what it takes to be successful in this sector/organization; has thorough knowledge of the County's history, citizens and environment.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.mcoho.org>

OR

451 West Third Street, 9th Floor
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Job #03916

ASSISTANT DIRECTOR, CHILDREN SERVICES

JW

Assistant Director, Children Services Supplemental Questionnaire

* 1. Do you have a valid Driver's License with an acceptable driving record?

Yes No

* 2. Do you possess an MSW, MBA, or other advanced degree?

Yes No

* 3. What is the highest level of education you have completed?

High School Diploma or GED

Associate's Degree

Bachelor's Degree

Master's Degree or higher

* 4. How many years of progressive responsibility experience do you have working in a human services agency?

None

Some experience, but less than 1 year

1 year or more, but less than 5 years

5 years or more, but less than 10 years

10 years or more

* Required Question