

**LUCAS COUNTY CHILDREN SERVICES  
POSITION DESCRIPTION**

Non-Exempt Non-Bargaining:

Exempt Non-Bargaining:   X  

Bargaining Unit:

TITLE: Deputy (Executive) Director

CLASSIFICATION: TBD

UNIT: Administration

DEPARTMENT: Administration

INCUMBENT: New Position

START DATE IN POSITION:

SUPERVISOR:

SUPERVISOR TITLE: Executive Director

**ACCOUNTABILITIES:** To provide oversight of the day to day operations of Lucas County Children Services, in providing timely, cost and client-effective services to children and families within Lucas County. The work is guided by the LCCS Executive Director, statutory requirements affecting the Children Services Board, administrative directives from various state, federal and other legislative authorities and accreditation standards.

The Deputy (Executive) Director will demonstrate strong leadership skills and abilities in providing leadership to agency staff related to agency mission and vision through the day-to-day operations, policy development, established priorities, programs, procedures, goals, and objectives. The Deputy (Executive) Director assures agency compliance with statutory requirements, administrative policy, state and federal laws.

**ESSENTIAL DUTIES:**

Provides leadership and oversight in the development, delivery and implementation of agency programs and services. Supports the Executive Director in the management of agency operations. Provides strategic direction and operational guidance through operating policies and procedures as determined by the LCCS Board, state, federal and legislative changes. Monitors and controls the quality and availability of services provided by maintaining an open line of communication with the Executive Director.

Oversees the agency's community education and acts as a backup to the Executive Director as the agency's spokesperson to the media and community upon request of the Executive Director. Maintains a strong relationship with community stakeholders to enhance the delivery of services to children and families and serves as primary liaison to county officials.

Supervises, instructs, and evaluates Directors and staff in the assigned departments. Assigns and reviews tasks and responsibilities. Trains and coaches work performance. Provides technical assistance to staff and personnel as needed. Advises subordinates on laws, mandates, agency policy, LCCS' Strategic Plan and case direction.

Manages the development of accurate methodologies, including Strategic Planning to determine short and long term agency goals and objectives. Ensures development of programs and models which provide effective services to children and families served. Ensures equitable allocation of resources among functional areas of the agency. Interacts with government and professional organizations to advocate legislative and policy changes. May work with state and federal leaders to secure funding and community support. Identifies problematic policy changes and advocates position of the Board. Serves on committees (i.e. LCCS Board Committees, Public Children Services Association of Ohio (PCSAO) and may provide expert testimony on behalf of Children Services to state and federal legislative committees as required or requested.

Supports the Executive Director in the motivation and development of the Director's Management team in carrying out the goals and objectives of the agency. Serves as the designated authority with respect to employee matters and acts as liaison/representative of the Executive Director with respect to staff. Supervises direct reports and conducts performance evaluations. Encourages positive labor/management relations and responds and adjusts grievances at the appropriate level.

Consults with the Executive Director on critical case, program and personnel decisions. Conducts and attends meetings as necessary with departments, divisions and units. Reports or provides updates regarding issues and concerns.

**SCOPE OF POSITION:** Reports to: Lucas County Children Services Executive Director. Supervises: Director of Social Services, Director of Support Services and Director of Administrative Services.

**MINIMUM QUALIFICATIONS:** Masters Degree in relevant field required. MSW or Human Services related degree preferred. Independent Social Work licensure with Supervisory Endorsement (LISW-S), LISW or LSW preferred. 7-10 years of progressively responsible management, supervisory and leadership experience required. Child Welfare/Child Protection management strongly preferred. Demonstrated ability to plan and implement large-scale programs in the public sector. Agency cell phone for work use provided. Valid driver's license, automobile insurance and reliable automobile required.

**Knowledge of:** Budgeting, information systems, policy development, and strategic and long-range planning experience, knowledge of Social Work Methodology and indicators of abuse, neglect and family dysfunction and child welfare laws. Experience and knowledge of public sector labor/management relations helpful.

**Skill in:** Strategic and action planning, motivating, supervising and evaluating staff; public speaking; problem-solving and interpersonal techniques. Preparing and administering budgets.

**Ability to:** Model effective interactions and communication skills in cross-cultural situations required. Implement and evaluate programs and services, exercise independent judgment; be trustworthy/honest and adhere to ethical principles of practice; strengthen and cultivate relationships and working collaboratively with other organizations and maintaining a positive work environment for employees.

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