

## **DIRECTOR OF CHILD SUPPORT SERVICES**

### **DEFINITION**

Under administrative direction, plans, organizes, supervises and directs the operations of the Plumas County Child Support Department. Formulates and enforces policies and procedures governing the operations of the department; and reviewing, developing and initiating the programs designed to maximum effectiveness of the child support enforcement activities.

### **DISTINGUISHING CHARACTERISTICS**

This is an “at will” department head position that is appointed by and serves at the pleasure of the Plumas County Board of Supervisors. The incumbent is responsible for administering the County Department of Child Support Services.

### **REPORTS TO**

Plumas County Board of Supervisors through the County Administrative Officer. Also reports to the State Director of the Department of Child Support Services.

### **EXAMPLES OF DUTIES**

- Plans, organizes, assigns, directs, reviews, and evaluates the activities of the Child Support Department.
- Selects and supervises, trains, disciplines and evaluates the performance of employees.
- Prepares and administers the department’s annual budget and controls expenditures.
- Analyzes, interprets, formulates and develops policies and procedures for child support activities in conformance with federal, state and local laws and regulations, reviews new case law and pending legislation.
- Directs the preparation of the state accounting reports required by federal and state authorities.
- Advises staff on case management strategy and techniques.
- Interprets regulations and policy to staff.
- Attends and makes presentations at board meetings, and other meetings.
- Prepares a variety of correspondence and reports.

## **DIRECTOR OF CHILD SUPPORT SERVICES – 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods, frequently stand and walk, normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computers, telephones, calculators, copiers, and FAX machines.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment, continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of**

- Child support practices, procedures and programs at the federal, state, and local level.
- Federal and state civil and criminal laws and regulations applicable to the delivery of child support services.
- The child support practices and procedures of the local court.
- Responsible supervising, administrative or managerial experience relating to the planning, organizing and directing of various functions of a local child support agency.
- Legal terminology and legal documents.
- Budget development and expenditure control.
- Principles of supervision, training and work evaluations.

#### **Ability to**

- Plan, organize, manage and coordinate the functions of the Department of Child Support Services.
- Direct, select, train, review, evaluate and motivate staff.
- Interpret and apply laws, rules, and regulations.
- Establish and maintain cooperative-working relationships with those contacted in the course of business.
- Develop, implement, and interpret goals, objections, policies, procedures, and work standards.
- Oversee the development and utilization of computer systems and software.

## **DIRECTOR OF CHILD SUPPORT SERVICES – 3**

### **Training and Experience**

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Equivalent to a bachelors degree from an accredited college or university in business or public administration, psychology, sociology or related field. Four years of increasingly responsible professional experience in a child support agency or related field, which has included at least two (2) years at a senior level administrative or management position.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.