



## COUNTY OF LASSEN JOB DESCRIPTION

CLASS TITLE:	Director of Child Support Services	CLASS CODE	CS01
DEPARTMENT:	CHILD SUPPORT SERVICES	UNIT	Dept Head
APPOINTED BY:	BOARD OF SUPERVISORS	FLSA STATUS	EXEMPT
REPORTS TO	County Administrative Officer	EMP STATUS	AT WILL
BOS APPROVAL	11/29/01 / Revised 8/07/Reviewed 10/09, Rev. 11/27/2012	RANGE	M30

### **JOB SUMMARY**

Under administrative direction, plans, organizes, supervises and directs the operations of the Lassen County Child Support Department. Formulates and enforces policies and procedures governing operations of the department; and reviews, develops and initiates the programs designed to maximize the 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 Board of Supervisors and reports to the County Administrator. This position also receives direction from the State Director of the Department of Child Support Services.

### **SUPERVISION RECEIVED AND EXERCISED**

The Director of Child Support Services reports to the Board of Supervisors of Lassen County. Administrative supervision is provided by the County Administrative Officer.

Exercises direct supervision over assigned clerical, technical and supervisory personnel. Provides administrative direction and non-professional oversight to the Child Support Services Attorney.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Develop, plan and implement department goals and objectives; recommend and administer departmental policies and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations.

Prepare and administer the department annual budget and control expenditures.

Analyze, interpret, formulate and develop policies and procedures for child support activities in conformance with federal, state and local laws and regulations,

Review pertinent legislation, direct preparation of state reports required by federal and state authorities

Direct, oversee and participate in the development of the Department's work plan, assign work activities, projects and programs; monitor work flow; review and evaluation work products, methods and procedures.

Advise staff on case management strategy and techniques,

Attend and make presentations at board meetings and represent Department to outside groups and organizations.

Research and prepare technical and administrative reports and studies.



## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education and Experience**

Any combination of experience and education that will meet the requirements of the job. A suggested way to meet the requirement is:

Equivalent to a Bachelors degree from an accredited college or university with major course work in business or public administration, psychology, sociology or related field

Four years progressively responsible administrative experience in a child support agency or related field, including at least two years at a senior level administrative or management position.

### **Licenses and Certifications**

Valid driver's license as required by the position.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **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.

Principles and practices of organization, administration and personnel management.

Principles and practices of supervision, training and performance evaluations.

Budget development and expenditure control

### **Ability to:**

Plan, organize, manage and coordinate the functions of the Department of Child Support Services

Work cooperatively with other employees.

Interpret and apply County policies, procedures, rules and regulations.

Establish and maintain effective working relationships with those contacted in the course of work, to gain cooperation through discussion and persuasion

Manage multiple tasks; organize and manage multiple priorities.

Communicate clearly and concisely, both orally and in writing.

Oversee the development and utilization of computer systems and software

Maintain confidentiality of information.

Organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

To drive and to travel frequently.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist and/or bend; perform simple grasping, pushing, pulling and extensive fine manipulation; and occasionally lift up to 35 pounds.

Ability to speak and hear, to use hands to finger or handle.



### **Working Conditions**

Work is normally performed in an office environment with little exposure to outdoor temperatures or dirt and dust. However, may need to travel to meetings and trainings. Working conditions are usually quiet to moderate.

### **Additional Info**

Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components which include, fingerprinting, citizenship verification and law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous investigation for each employee that has access to federal tax information.