

## **Job Description and Minimum Qualifications**

### *Assistant County JFS Administrator – Deputy Director*

Assists County JFS Director by providing over-sight of day to day operations of the Agency – including but not limited to assurance of compliance with fiscal policies and procedures including contracting, procurement, asset reporting and disposal. Is familiar with rules and regulations related to the various allocations received by the County JFS and assure compliance with expenditure of same. Serves as the primary point of contact for audits and state monitoring. Develops and implements policy related to the financial operations of the Agency, based on applicable law, rule and regulation. Develops a budget for the Agency and insures that projections of allocations and corresponding expenditures are balanced. Prepares and / or reviews reports related to various funding to ensure expenditures remain within budget. Ensures that the Agency accounting, auditing and reporting procedures comply with Federal and State regulations and generally accepted accounting procedures, where applicable. Keeps the Director informed of all fiscal and budgetary issues impacting Agency operations. Serves as the Director's designee when called upon to do so.

Salary rate (\$48,000 to \$65,000) will be based on the candidate's JFS experience and related qualifications. Only qualified applicants will be considered.

### *Minimum Qualifications for Deputy Director*

- Completion of undergraduate major core coursework in one of the following or a related field: business administration, public administration, human services, human resources, psychology, sociology, social work, education or finance. Also requires an additional four (4) years of administrative/managerial experience to include responsibility for managing the fiscal aspects of an organization, agency, program or operational area and assisting in developing and implementing policies, programs, laws, rules and/or regulations. At least one of the four years must have been as a supervisor over subordinate staff and/or contractors.
  
- Or requires three courses or eighteen months of experience in business administration and/or public administration, one course or six months of experience in accounting or finance, two courses or twelve months of experience in social welfare, one course or six months of experience in human resources management, and one course or six months experience in written communication for business. Also requires four (4) years of administrative/managerial experience to include responsibility for managing the fiscal aspects of an organization, agency, program or operational area and assisting in developing and implementing policies, programs, laws, rules and/or regulations. At least one of the four years must have been as a supervisor over subordinate staff and/or contractors.
  
- **Or education, training and/or experience in an amount equal to the Minimum**

#### **Qualifications stated above.**

**Unusual Working Conditions/Hazards** -The position requires no unusual physical effort. The work is mostly sedentary and performed in a standard office environment. The position involves very limited probability of an injury, but minor risks of injuries involving an office setting, such as tripping and falling, do exist.