

## CLASS SPECIFICATION

Yuba County

September 2005

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**CLASS TITLE:** Director of Child Support Services Agency

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

Plans, develops, organizes, and administers the County-wide Child Support Services Agency. Coordinates all aspects of the program to insure compliance with State and Federal requirements and objectives for securing child and spouse support and determining paternity. This class has been designated at-will and is appointed by the Board of Supervisors.

### **CLASS CHARACTERISTICS:**

This is a single class position responsible for administrative and technical direction of the Child Support Services Agency. Work is performed within a broad framework of general policy. Requires creativity and resourcefulness to accomplish goals and objectives and in applying concepts, plans and strategies which may deviate from traditional methods and practices. The incumbent is accountable for accomplishing agency planning and operational goals and objectives within the law and general policy guidelines.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Provide effective leadership and clarity of agency mission.
- Manages, supervise, directs, evaluates, and assigns subordinate supervisors and staff, directly or through subordinate supervisors.
- Provides for the training and professional development of staff; oversees in-service training programs.
- Manages, plans, reviews, evaluates, and amends as necessary the department budget. As well as working with the State Department of Child Support Services fiscal division to assure that the county child support budget is balanced at the state and county level.
- Represents the County in appropriate administrative hearings, before the Board of Supervisors, as well as State and Federal committees.
- Confers with other departments and agencies regarding cooperation and assistance on matters of mutual concern.
- Ensures compliance with all pertinent Federal, State, and County laws and regulations.
- Ensures records and files are accurate and complete: that they are well maintained and appropriately secured, and protected from damage.

#### **Important:**

- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend meetings.

### **QUALIFICATIONS:**

#### **Knowledge of:**

Comprehensive knowledge of all aspects of a Child Support Services Agency including, but not limited to: appropriate laws, rules, regulations; established policies, practices, and procedures; judicial procedures; organizational structure; supervision techniques and policies and personnel management.

Principles and practices relating to budget preparation, program management, long-range planning, and business system design.

**Skill in:**

Leadership and management techniques, planning, organizing, supervision, communications, using initiative and judgment, work with people with diverse backgrounds, and setting priorities. Insuring compliance with all State and Federal reporting requirements.

**Ability/Physical Demands:**

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit various sites throughout the community, and attend meetings or investigations that may require climbing stairs or walking.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Generally a typical office environment.
- Attend meeting and functions outside of normal working hours.

**Licensing and Certification:**

- Ability to obtain a valid California Class C driver's license within thirty (30) days of employment.

**Background:** The minimum and preferred requirements for this position are described below:

**Minimum:** Equivalent to a Bachelors degree from an accredited college or university, in Business or Public Administration, Psychology/Sociology or related disciplines and at least two (2) years of responsible supervisory, administrative, or managerial experience relating to the planning, organizing, and directing of various functions of a local child support agency.

Education may be substituted for experience on the basis of two (2) years of progressively related experience for each year of required education (to a maximum of 60 college units). However, there must be at least six (6) years experience performing duties in a public agency of which two (2) years were in a senior level administrative or management position.

**Preferred:** In addition to the minimum, possession of a law degree or membership in the California state bar.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**