

Department:	Franklin County Human Services
Organization:	Franklin County Children and Youth Services
Job Code / Title:	Children and Youth Assistant Administrator 1
Position Number:	01
County:	Franklin
Headquarter City/Address: (Work Location)	425 Franklin Farm Lane Chambersburg, PA 17202
Type of Job:	Merit
Union:	None
Bargaining Unit:	None
Seniority Position:	
Type Position:	Full Time
Salary Range:	\$47,110.17
Pay Range & Step:	21
Posting Length:	5 Business Days
Posting Dates:	10/01/2015 – 10/08/2015
Contact Name / Number:	Charles Martin III / (717)261-3150
Additional Information:	40 hours per week
Job Description:	See Attached
Last Date Job Applications Will Be Accepted:	10/08/2015

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Promotion without exam
- Transfer
- Reassignment
- Voluntary Demotion
- Reemployment

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Three years of experience in the field of public or private social work, including one year working with children and youth in an administrative or supervisory capacity; and a bachelor's degree;
Or Any equivalent combination of experience and training.

2. County of Franklin Approved Additional Special Requirements: None
3. Must be eligible for selection in accordance with Merit rules.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

SELECTION CRITERIA

CLASS RESTRICTIONS

1. Have held status in one of the following classifications:

- County Casework Supervisor
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For any other classifications, a determination will be made to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

2. Meet the minimum experience and training required for the job.

APPLICATION INSTRUCTIONS

3. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How to Apply" section.

4. Additional information may be obtained by calling: (717)261-3150

HOW TO APPLY – ALL CANDIDATES:

The following materials must be received by 4:30 pm on or before 10/08/2015. Late applications will not be accepted.

1. Completed County of Franklin Employment Application, (Need not be notarized). The application must provide details of experience and training as related to the minimum experience and training requirements for the vacancy so eligibility can be determined.

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please send applications to:

Attn: Charles Martin III 425 Franklin Farm Lane, Chambersburg, P.A. 17202

FRANKLIN COUNTY

ASSISTANT ADMINISTRATOR, CHILDREN & YOUTH SERVICES

Position Description

Exempt

OVERALL OBJECTIVE OF JOB

To assist Administrator of Children & Youth Services by providing administration, supervisory, planning and managerial support and assistance within the department; to act on behalf of Administrator in his/her absence.

ESSENTIAL FUNCTIONS OF JOB

1. Assists in supervising and assigning work to agency staff.
2. Monitors services for compliance with prescribed policies and procedures and regulations.
3. Serves as systems administrator for department computer network and trains staff.
4. Collects and analyzes data for budgeting and planning purposes and to assist administrator.
5. Evaluates agency policies and procedures and makes recommendations for needed improvements.
6. Reviews agency contracts with outside vendors.
7. Conducts staff and community training on Children & Youth Services.
8. Assists in preparation and implementation of new programs.
9. Assists with personnel-related issues, i.e., interviewing, grievances, evaluations, etc.
10. Acts as Administrator in his/her absence.

OTHER DUTIES OF THE JOB

1. Serves as agency speaker at several community events.
2. Supervises student interns.
3. Attends meetings and training as required.
4. Performs other job related duties as required.

SUPERVISION RECEIVED

Receives little instruction and supervision from Administrator or Director in regard to daily work duties.

SUPERVISION GIVEN

Directly supervises some agency staff and supervises all staff in absence of Administrator.

WORKING CONDITIONS

1. Works indoors in adequate work space and lighting but with fluctuations in temperature and ventilation.
2. Works with average indoor exposure to noise, but subject to frequent disruptions and stress.
3. Normal indoor exposure to dust/dirt.
4. Works in conditions of potential outbursts or disruptive behavior of clients.

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PHYSICAL AND MENTAL REQUIREMENTS

1. Must possess ability to record, present and convey information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent standing/walking and occasional twisting, bending, stooping, reading and grasping necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.

4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak.
8. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

Bachelor's degree in human services, social services or related field.

B. WORK EXPERIENCE

3-4 years experience in field of social work or similar county or court related activities; computer experience preferred. Or, any combination of equivalent experience and/or training.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess the technical knowledge of operating personal computers and facilitate computerization within the Agency.
7. Must possess the ability to assist with computer training of staff and with general training on Children and Youth issues.
8. Must possess the ability to make independent decisions when circumstances warrant such action.
9. Must possess knowledge of the principles and practices of supervision and the ability to administer the delivery of children and youth services.

- 10. Must possess the ability to plan, organize and assign work to staff in regard to department tasks.
- 11. Must possess the ability to interview applicants and handle related personnel matters with staff.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED(CONT'D)

- 12. Must possess knowledge of county, state and federal laws and regulations as they relate to children and youth.
- 13. Must possess ability to prepare and assist with budgets and fiscal reports as required.
- 14. Must possess the ability to develop and implement agency policies and procedures and to ensure staff compliance with same.
- 15. Must possess ability to interact effectively with staff, clients, boards, committees and others, and to assist and/or participate in several related organizations.
- 16. Must possess ability to present public speaking engagements in regard to Children & Youth Services.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF ASSISTANT ADMINISTRATOR, CHILDREN & YOUTH SERVICES AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.

Job Posting