



Salt Lake County Job Description

Associate Division Director – Youth Services

DEPARTMENT: Human Services

DIVISION: Youth Services/2100

JOB CODE: 084 **GRADE:** 018

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 08/26/2015

SAFETY SENSITIVE: No

JOB SUMMARY

Assists the Division Director to oversee Division program components to include personnel, daily operations, facilities, program development, planning, and revenue generation to ensure agency success.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business, Public Administration, or other closely related field, plus six (6) years of related experience, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

Must possess a current professional Clinical Mental Health Counselor license issued by the State of Utah.

Due to the nature of this position, the successful applicant must pass a required pre-employment background check.

Must receive a verified negative test result on a mandatory drug test before starting in this position. Will be subject to random alcohol and drug testing. May be subject to post accident and reasonable suspicion alcohol and drug testing.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation.
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.

- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- Assists the Division Director to provide advocacy, training, support, and guidance to division managers and administrators to avoid service gaps or problems in the delivery of child care services. Assists in maintaining child care standards and all applicable child care licensing requirements.
- Assists the Division Director in program development and planning additional service components through new grants, contracts, etc. Oversees and coordinates grant proposals and grant requirements for program managers under their supervision.
- Assists the Division Director to generate revenue and contract development. Assists in annual and quarterly budget preparation and narratives.
- Assists the Division Director to establish and maintain allied agency service linkages and coordinating councils; participates on numerous boards/committees representing the Division in the community.
- Promotes community education and information services through workshop presentations and public speaking.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- Children and youth services
- Individual, family, and group therapy principles and the techniques
- Principles and techniques of behavior assessment and modification
- Various modes of psychotherapy and counseling
- Theory and techniques of crisis intervention
- Child psychology
- Interviewing skills and evaluation techniques
- Effective supervisory principles and practices
- Modern methods of staff development

- Management information systems and techniques for data analysis
- Personnel management theory
- Public relations principles and practices
- Grant and contract proposal, preparation, and submission procedures

Skills and Abilities to:

- Work with computer software related to job specific duties
- Manage the financial aspects of the division
- Resolve conflict effectively
- Communicate effectively both verbally and in writing
- Analyze and solve problems
- Supervise effectively
- Establish and maintain appropriate working/supervision relationships
- Relate positively with various community agencies
- Act independently
- Develop, interpret, and administer policies and procedures
- Communicate effectively both verbally and in writing with clients, staff, other division/departments, and the general public
- Motivate and train others
- Respond professionally and calmly in crisis situations
- Assist in supervision and coordination of a complex multi-faceted program

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

IMPORTANT INFORMATION REGARDING THIS POSITION

Must be on call 24 hours a day, 7 days a week.

Revised Date/Consultant's Initials: 11/15/2017 GB