



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 4011
4012
4013
4014
4015

COUNTY SOCIAL SERVICE DIRECTOR

SCOPE OF WORK:

Work involves directing social service and economic assistance programs within a county or multiple counties. Positions report to a county social service board(s).

DUTIES PERFORMED AT ALL LEVELS:

- Administer, monitor, and evaluate services and programs in compliance with federal, state, and local policies, procedures, laws, rules, and regulations.
- Develop, implement, and interpret policies and procedures.
- Receive and process complaints, appeals, and grievances.
- Negotiate and administer contracts, agreements, and leases.
- Plan, develop, present, and implement approved budget; monitor expenditures and revenues.
- Provide fiscal and service reports and information to the social service board(s).
- Recruit, hire, train, assign, supervise, evaluate, and discipline staff.
- Assess and identify community and program needs; establish a plan for delivery of services and programs in collaboration with board(s) and local, regional, and state stakeholders.
- Serve as a representative or liaison to the community, committees, commissions, associations, boards, legislators, agencies, and the media.
- Monitor legislation; prepare and present testimony to legislative committees.
- Provide community education on services and programs.
- May provide direct services to clients.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

COUNTY SOCIAL SERVICE DIRECTOR I

4011

GRADE M

LEVEL DEFINITION:

Positions at this level serve a single or multiple counties with a population less than 5,000, a caseload less than 500, and have administrative expenditures less than

CLASS CODES: 4011
4012
4013
4014
4015

ND Class Description
County Social Service Director

\$500,000. Positions must meet two out of three level criteria to be assigned this classification.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Bachelor's degree and three years work experience providing or administering human service programs. A specific degree, licensure, and/or experience may be required depending on the duties assigned the position to be filled and will be specified at the time of recruitment.

COUNTY SOCIAL SERVICE DIRECTOR II

4012

GRADE N

LEVEL DEFINITION:

Positions at this level serve a single or multiple counties with a population of 5,000 to 10,000, a caseload from 500 to 1,500, and have administrative expenditures of \$500,000 to \$1,000,000. Positions must meet two out of three level criteria to be assigned this classification.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Bachelor's degree and four years work experience providing or administering human service programs that included supervision of staff. A specific degree, licensure, and/or experience may be required depending on the duties assigned the position to be filled and will be specified at the time of recruitment.

COUNTY SOCIAL SERVICE DIRECTOR III

4013

GRADE O

LEVEL DEFINITION:

ND Class Description
County Social Service Director

CLASS CODES: 4011
4012
4013
4014
4015

Positions at this level serve a single or multiple counties with a population of 10,000 to 20,000, a caseload from 1,500 to 3,000, and have administrative expenditures of \$1,000,000 to \$2,000,000. Positions must meet two out of three level criteria to be assigned this classification.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Bachelor's degree and five years work experience administering human service programs that included supervision of staff. A specific degree, licensure, and/or experience may be required depending on the duties assigned the position to be filled and will be specified at the time of recruitment.

COUNTY SOCIAL SERVICE DIRECTOR IV

4014

GRADE P

LEVEL DEFINITION:

Positions at this level serve a single or multiple counties with a population of 20,000 to 50,000, a caseload from 3,000 to 8,000, and have administrative expenditures of \$2,000,000 to \$4,000,000. Positions must meet two out of three level criteria to be assigned this classification.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Bachelor's degree and six years work experience administering human service programs that included supervision of staff. A specific degree, licensure, and/or experience may be required depending on the duties assigned the position to be filled and will be specified at the time of recruitment.

CLASS CODES: 4011
4012
4013
4014
4015

ND Class Description
County Social Service Director

COUNTY SOCIAL SERVICE DIRECTOR V

4015

GRADE Q

LEVEL DEFINITION:

Positions at this level serve one of the four largest counties with a population greater than 50,000, a caseload greater than 8,000, and have administrative expenditures greater than \$4,000,000. Positions must meet two out of three level criteria to be assigned this classification.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Bachelor's degree and eight years work experience administering human service programs that included supervision of staff. A specific degree, licensure, and/or experience may be required depending on the duties assigned the position to be filled and will be specified at the time of recruitment.

Eff. Date: 1/94

Rev: 11/94 – Changed Minimum Qualifications

Rev: 6/08 – Replaced County Director series (4061-4064). Revised scope, duties, level definitions, minimum qualifications, class evaluation factors, and grades; added 5th level to series

Rev: 7/12 – Conversion to Hay System