



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 4050

DIRECTOR, CHILDREN & FAMILY SERVICES - DHS

GRADE Q

SCOPE OF WORK:

Work involves responsibility for the overall direction and management of the Children and Family Services (CFS) Division within the Department of Human Services (DHS). The CFS Division provides leadership for the attainment of efficient and effective child welfare services. This position is directly accountable to and supervised by the Executive Director of the Department of Human Services.

DUTIES PERFORMED:

- Manage the division budget; monitor and authorize expenditures in conformity with federal and state plans, guidelines, manuals, and program instructions.
- Oversee the negotiation, development, and approval of contracts with service providers.
- Prepare, implement, and monitor the annual CFS Strategic Plan within the guidelines of the overall DHS Strategic Plan.
- Identify issues and establish need for children and family services utilizing the strategic planning process.
- Supervise grant management activities; oversee the development of state and federal grants and planning documents to ensure alignment with CFS Strategic Plan.
- Provide consultation and technical assistance to service providers and public and private agencies directly and through delegation to staff.
- Conduct program assessments to determine appropriate allocation of funds and effectiveness of service delivery systems.
- Represent CFS Division and DHS on committees and task forces.
- Propose legislation for the enhancement of quality child welfare services; prepare and present testimony to legislative committees.
- Administer the policy direction, development, and implementation of all Children and Family Service Programs provided through regional human service centers, county social service boards, and purchased services from other public or private providers.
- Provide supervision to division staff and program direction to Regional Supervisors and county social services.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or public administration, social work, psychology, or other closely related human service discipline and five years of work

experience managing human service programs including significant responsibility in managing fiscal resources, supervision of staff, technical writing, and public speaking. A master's degree in one of the above fields or a Juris Doctorate degree may substitute for up to two years of the required work experience.

Eff. Date: 4/86

Rev: 2/00 – Word processing conversion

Rev: 4/02 – Updated scope, duties, minimum qualifications, and factoring; revised grade

Rev: 7/12 – Conversion to Hay System