

Department: C&YS	Approved: 07/06/95	Revised: 12/12/02, 07/30/15,
Salary Grade: 18	Position #: 51125	01/14/16, 5/28/26
FLSA Status: Exempt	Title #: 120	

Position Overview:

To assist Administrator 3 - CYS by providing administration, supervisory, planning, managerial support, and assistance within the department; to act on behalf of Administrator in his/her absence.

Essential Job Functions:

1. Assists in supervising and assigning work to agency staff.
2. Assists in preparation of agency budget and annual plans.
3. Prepares fiscal reports as requested.
4. Monitors services for compliance with prescribed policies and procedures and regulations.
5. Facilitates computer use and training for staff.
6. Prepares payroll data for staff and for foster, parent group.
7. Evaluates agency policies and procedures and makes recommendations for needed improvements.
8. Reviews agency contracts with outside vendors.
9. Monitors fiscal data including grant monies within the agency.
10. Assists in preparation of grant proposals.
11. Assists in interviewing new staff.

Other Duties:

1. Serves as agency speaker at several community events.
2. Represents agency on task forces and committees.
3. Attends meetings and trainings as required.
4. Performs other job-related duties as required.

Supervision Received:

Receives occasional instruction and some supervision from Administrator in regard to daily work duties.

Supervision Given:

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

Working Conditions:

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

Physical and Mental Conditions:

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching as necessary to carry out job duties.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, and torso as necessary to carry out job duties.
3. Light work with occasional lifting/carrying of objects with a maximum weight of 10 pounds.
4. Must be able to cope with the physical, mental, and emotional stress of the job.

Physical and Mental Conditions Cont'd:

5. Must be able to pay close attention to details and concentrate on work.
6. Maintains emotional stability during stressful situations.

Education/Training Qualifications:

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

Work Experience:

Two (2) years' supervisory experience in field of social work or similar county or court related activities.
Two (2) years' experience with Microsoft Office programs such as Word and Excel preferred.

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 functions of job.
2. Must possess effective oral and written communication skills.
3. Must possess initiative and problem-solving skills.
4. Must possess ability to function independently, have flexibility and personal integrity, 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, including ability to access all county and state databases.
7. Must possess the ability to assist with computer training of staff.
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.
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 implement 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 obtain all required clearances including: Childline, FBI, and State Police.
17. Must possess a valid Pennsylvania driver's license and a willingness to travel as needed.

Job Description Acknowledgement

I acknowledge that I have received a copy of my job description. I have read and fully understand the job duties, responsibilities as **Assistant Administrator (C&YS)**. I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described above. I hereby accept the position and agree to abide by the requirements and duties set forth.

(Signature of Employee)

(Date)

(Print Name)

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