CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1199 **TITLE:** DIRECTOR OF FAMILY SERVICES **GRADE:** E-13

DEFINITION:
Under the policy and administrative direction of the Deputy County Executive for Human Services, oversees the activities of the Department of Family Services; plans, coordinates and directs a variety of family service programs intended to improve the social and economic conditions of the County's low-income families and individuals, coordinate public and private services for children and youth, improve the social and economic well-being of the County's elderly residents, ensure the coordination of public and private services for the disabled and their families, and promote quality child care services in the County; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:
The Department of Family Services was formed by merging the former Department of Human Development, Office of Human Services, Department of Community Action, and Office for Children into a single department. The Director of Family Services class is exempt from the County's merit system under Article 4, Subsection 15.1-763 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

ILLUSTRATIVE DUTIES:
Provides overall direction and strategic planning for the Department of Family Services, which has five major program areas:
Children, Youth and Families (including family and child services, crisis management services, and court supervised care);
Adult and Aging Services (including the Area Agency on Aging and the long-term care ombudsman);
Benefits, Employment and Training;
Prevention and Intervention (including community action and disability services); and
Child Care (including child care assistance, Head Start, school-aged child care, and community education and provider services);
As a member of the Human Services Management Team, plans family services in the context of the overall human services system, ensures development and implementation of public-private partnerships to meet the family service needs of the citizens, and oversees contractual services;
Working with the Office of Human Services Administration and the Office of Human Services Systems Management, ensures the integration of intake, service delivery, and information systems development; the coordination of budget oversight and financial accountability; and human resource management to support Family Services activities;
Advises the Board of Supervisors and local government officials on issues under the purview of the Department of Family Services;
Establishes departmental goals, objectives and priorities;
Evaluates the effectiveness of service components, and develops and revises services, policies and procedures in response to the needs of clients and family members;

Ensures that services comply with Federal, State and County laws and regulations;
Ensures that services and programs are consistent with Fairfax County's vision for Human Services and best meet the current and future needs and problems of the County and its residents;
Educates the public regarding family issues, concerns and services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Extensive knowledge of the principles and practices of family services/programs;
Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis), and the ability to apply them in overseeing a variety of family services;
Knowledge of Federal, State, and County laws and regulations affecting family services, and the ability to interpret and apply them correctly;
Knowledge of Federal, State, and local human services agencies and the services they provide;
Skill in solving problems and resolving conflicts;
Ability to analyze data and draw sound conclusions;
Ability to develop and implement departmental goals and objectives;
Ability to effectively coordinate and implement departmental changes;
Ability to effectively manage, train and motivate employees;
Ability to plan, direct and coordinate the work of a large staff;
Ability to provide effective leadership;
Ability to communicate clearly and concisely, orally and in writing;
Ability to develop and maintain effective working relationships with subordinates, coworkers, County officials, public and private sector organizations, community groups, and the public.

EMPLOYMENT STANDARDS:
Any combination of education, experience, and training equivalent to:
Graduation from an accredited four-year college or university with a Master's degree in social work, public administration, counseling and guidance, or a related field; PLUS
Seven years of professional experience in a human service field, including five years of experience managing a comprehensive family service program, such as children, youth and family services; adult and aging services; benefits, employment and training services; prevention and intervention services; or child care services.

CERTIFICATES AND LICENSES REQUIRED:
Not applicable.

EXEMPT CODE CHANGE: June 2009
ESTABLISHED: May 16, 1994