

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3284
GRADE: S-31

TITLE: TEAM OPERATIONS ADMINISTRATOR

DEFINITION:

Under the direction of the Deputy Director of Social Services, to plan and administer the operation of field offices in the Department of Social Services; and to do related work as required.

TYPICAL TASKS:

Assigns tasks, establishes priorities, and sets work objectives for Social Work Team Operations Managers directing the agency's field offices;
Oversees the operation of these offices, and ensures that agency objectives are met by monitoring the results of team activities;
Ensures adequate staffing and training of field office personnel;
Approves leave and prepares performance evaluations for all Social Work Team Operations Manager positions;
Directs the implementation of administrative policy changes adopted by the agency director;
Coordinates with the Social Work Program Managers to ensure access to program information and resources;
Participates in planning and budgeting functions as required to ensure adequate resources for field offices.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles and practices of social work;
Thorough knowledge of the methods and practices of casework supervision;
Thorough knowledge of the methods and practices of public administration, including personnel, budgeting, and accounting;
Thorough knowledge of the County's personnel and budgetary regulations and procedures;
Ability to effectively administer agency-wide policies and procedures;
Ability to plan, organize, direct, and evaluate the work of a professional staff;
Demonstrated ability to manage multiple projects and functions;
Ability to communicate clearly and concisely, both orally and in writing;
Ability to establish and maintain effective relationships with others.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in public administration, social services, human services, or a related field; plus five years of professional experience in social services or human services, two years of which must have included supervising professional staff. A master's degree may be substituted for one year of the required experience.

ESTABLISHED: March 6, 1989

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