

Assistant Director, Division of Social Services

The County of Union is seeking an Assistant Director for the Division of Social Services. This position will be under the direction of the Director of the Department of Human Services. The Assistant Director will be a highly experienced, progressive leader that will collaborate in developing and administering all benefits programs in accordance with the rules, laws and regulations of both the Federal Government and State of NJ to the citizens of Union County.

The Division of Social Services makes efforts to promote independence and economic security for Union County residents through the provision of financial, medical, and nutritional assistance. This position will provide leadership and guidance to staff in developing and implementing high-quality systems to administer local, state, and federal public assistance programs and collaborate with other human service programs to provide holistic customer service for residents of Union County.

Essential duties will include oversight of county welfare-related programs including Medicaid, General Assistance, Temporary Assistance to Needy Families and Supplemental Assistance Nutrition Program. Will ensure programs are carried in accordance with County and State policies and make recommendations regarding programs as well as develop operating plans for the division. Will have supervisory responsibility of staff in the division.

The ideal candidate will have a Bachelor's degree or higher from an accredited college or university plus five (5) years of progressively responsible executive experience in a large-scale public service organization with a significant client base including directing line operations and strategic planning and providing procedural guidance in leading and managing employees.

The Assistant Director will have the following qualities and attributes:

- A strong, confident leader who ascertains immediate authority and credibility.
- Have the ability to focus on staff engagement and provide guidance
- Have a proven track record of innovation and results oriented leadership
- Possess a track record of developing productive working relationships with a range of individuals and organizations, reaching consensus, encouraging collaboration and fostering an environment of mutual respect and trust
- The capacity to take ownership of one's decisions and actions and be accountable for actions taken
- A leader with core values centered on outcomes, both measurable and meaningful

The ideal candidate will possess strong operations skills with a highly collaborative style, superior people skills, as well as the ability to communicate and present in group settings. A model applicant will be creative, strategic, innovative, and be team oriented as well as a self-motivated leader and should enjoy working in a fast-paced complex environment and be proactive to address challenges.

The County of Union offers excellent benefits and provides enrollment in the NJ Pension System. Salary is commensurate with experience and qualifications. Interested candidates should send resumes to hsresumes@ucnj.org