

JOB POSTING

Department:	Monroe County Children & Youth Services
Organization:	Monroe County Children & Youth Services
Job Code / Title:	LO206/02102006 Children & Youth Assistant Administrator
Position Number:	80006304
County:	Monroe
Headquarter City/Address: (Work Location)	730 Phillips Street Stroudsburg, PA 18360
Type of Job:	CS IF NOT A CURRENT OR FORMER CIVIL SERVICE EMPLOYEE APPLY AT www.employment.pa.gov If not posted at the time you must sign up for alerts to be notified of future postings. Please contact dace1@monroecountypa.gov for further assistance.
Union:	NO
Bargaining Unit:	NO
Seniority Position:	Y
Type Position:	Full-Time
Salary Range:	\$62,269.05 – \$75,000.00
Pay Range & Step:	38
Posting Length:	9 days
Posting Dates:	04-25-2024 to 05-03-2024
Contact Name / Number:	Donna Ace dace1@monroecountypa.gov
Additional Information:	Work hours are 8:30 a.m. to 5:00 p.m. Monday - Friday (80 hrs bi-weekly). Travel, Overtime & After hours may be required.
Job Description:	See attached
Last Date Job Applications Will Be Accepted:	05-03-2024

RECRUITMENT METHODS:

Applicants must meet one (or more) of the following methods(s) to be considered for this vacancy:

- Civil Service Lists
- Promotion Without Examination
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

ELIGIBILITY – ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Three years of experience in the field of public or private social work, including one year working with children and youth in an administrative or supervisory capacity.

2. State Civil Service Commission Approved Additional Special Requirements: None
3. Must be a resident of Pennsylvania.
4. Must be eligible for selection in accordance with Civil Service rules.

ELIGIBILITY – COMPETITIVE PROMOTION WITHOUT EXAMINATION ONLY:

CLASS RESTRICTIONS

1. Have held regular civil service status in one of the following classifications:
 - County Caseworker CW 2
 - 1 yr. Supervisory Capacity Regular Status
 - For any other classifications, a determination will be made to whether a logical occupational functional or career development relationship exists with the posted position and/or whether there is a clear linkage between the required knowledge, skills and abilities with those needed for the posted position.

SELECTION CRITERIA

2. Meet the minimum experience and training required for the job.
3. Meritorious service; defined as (a) the absence of any discipline above the level of written reprimand during the 12 months preceding the closing date of the posting, and (b) the last due overall regular or probationary performance evaluation was higher than unsatisfactory or fails to meet.
4. Seniority, defined in Union Contract..

APPLICATION INSTRUCTIONS

5. Interested qualified applicants **must** submit all requested materials as specified in the "How To Apply Section". **Failure to comply with the above application requirements will eliminate you from consideration for this position.** Send completed application materials to the address listed in "How To Apply" section.
6. Additional information may be obtained by calling: 570-420-3590 ext. 3259

This section is issued for compliance with Management Directive 580.19, Promotion in the Classified Service without Examination.

HOW TO APPLY – ALL CANDIDATES:

The following materials must be emailed to dace1@monroecountypa.gov .

- Letter of interest to Administrator
- SCSC Application

If you are contacted for an interview and need accommodations for the interview due to a disability, please advise the interviewer of the accommodations you require well in advance of the scheduled date.

If interested in applying, please submit your letter of interest to:

Donna Ace dace@monroecountypa.gov
730 Phillips Street
Stroudsburg, PA 18360

Monroe County Children and Youth Services IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER.

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)		2. Employee Number	Position Number 80006304
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3. Department Monroe County C & Y	Bureau	Division	Headquarters	Organization Code
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4. Class Title Assistant Administrator I	Working Title	Class Code L0206/02102006
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5. Regular Work Schedule		Position is:					
Start Time: 8:30	Lunch Length: 1/2	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Permanent				
End Time: 5:00	Hours/Week: 40Hrs.	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary				
Days Worked (check all that apply):		Reports to: Adelaide Grace Class Title Administrator III					
S	M	T	W	Th	F	S	Explain any schedule variations:
	8.0	8.0	8.0	8.0	8.0		

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

Responsibilities

Under the direction of the Children and Youth Administrator 3 is responsible for the supervision of Agency Program Managers and Supervisors, and the review, analysis and development of necessary operational policies and procedures. In addition, the individual assists in planning, developing and implementing a comprehensive annual plan and budget in conformance with established Federal, State and local regulations and policies

Examples of Work:

Plans, reviews, and evaluates the work of Program Managers and Supervisors.

Coordinates and ensures a positive agency relationship with Child and Adolescent Service System Program (CASSP) through regularly scheduled meetings and appropriate training programs.

Assists in planning, developing, and implementing a comprehensive and realistic agency annual plan and budget. Writes the Special Grants section of the Needs-based Budget and Plan, coordinating the needs of the Agency with the statistical elements of that plan.

In collaboration with the Agency Administrator, reviews, analyzes, and develops agency operational policies and procedures, updating as necessary, and ensuring conformance by agency staff.

In the absence of the Agency Administrator, is responsible for the continued operations of all agency programs and services.

Represents the Agency Administrator, as required, at meetings with the public, the judiciary, and State and local officials concerning the functions and programs of the County Children and Youth Agency.

Assists the Agency Administrator in overseeing staff training and development; monitors status of accreditation and training to ensure compliance with training requirements; conducts in-service training.

Provides assistance to Managers, Supervisors and Caseworkers in crisis intervention work.

In the absence of the Agency Administrator, reviews, and approves various administrative documents and forms, including billing invoices, service provider agreements, time sheets, leave requests, purchase requisitions, financial reports and others.

Represents the Agency Administrator, as required, at meetings with the public, judiciary, state and local officials concerning the functions and programs of the County Children and Youth Agency.

Is a non-voting member of the County Children and Youth Agency Advisory Board.

Prepares Quarterly CY-28 statistics and report.

Travel, sometimes overnight, is required. Working before and after traditional hours is required.

Technical knowledge of personal computers, tablets, smartphones, basic operations of programs such as, but not limited to: Word, Outlook, Excel, remote meeting programs, is required. Expertise in using a case management system is required.

Performs related work as required.

Required Knowledge, Skills and Abilities:

Knowledge of basic social, economic and health problems and available resources related to children and youth.

Knowledge of principles of public administration.

Knowledge of basic and modern principles, practices, and current developments in the field of child welfare.

Knowledge of basic principles and practices of supervision, administration, and community programs. Knowledge of basic fiscal and programmatic principles and practices. •

Knowledge of basic needs and behavior patterns of children and youth, including those under the joint supervision of the Juvenile Probation Office and the County Children and Youth agency.

Ability to plan, organize, direct, and evaluate the work of others.

Ability to exercise judgement and discretion in interpreting and implementing departmental, state, federal and local policies and procedures.

Ability to coordinate children and youth programs with the juvenile court and probation office.

Ability to establish and maintain effective working relationships with agency staff, county commissioners, court officials, state program and administrative staff, and the public in general.

Ability to communicate effectively, both orally and in writing.

CERTIFICATION: I CERTIFY THAT TO THE BEST OF MY KNOWLEGE ALL STATEMENTS SHOWN ABOVE ARE CORRECT.

SIGHATUAE OF EMPLOYE_____

7. Briefly describe how work is assigned to this position and how the work is reviewed.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

Work is assigned by the Children and Youth Agency Administrator. Assignments are reviewed at management/supervisory meetings and through conferences and report

9. Attach an Organizational Chart identifying all reporting relationships for this position.

See attached chart

Work is assigned by Administrator. Work assigned includes but is not limited to summary reports, statistics, case management Review and data collection for the purpose of budget and preparation.

Work is reviewed at management/supervisory meetings, administrative meetings, conferences and reports.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct. This job description consists of __ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

