



Director Domestic Relations

On-site · Domestic Relations · Full time

Hollidaysburg, Pennsylvania, United States

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Description

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The director within Domestic Relations works closely with the president judge and the state Bureau of Child Support to perform complex administrative duties that involve analyzing operations, directly supervising a staff of approximately seven, overseeing a department twice that size, and managing finances.

Essential functions include serving as senior-most resource and authority for questions; implementing and interpreting policies and procedures; ensuring regulatory compliance; preparing and monitoring annual budget; ensuring department meets performance measures in federal fiscal year set forth by Bureau of Child Support; directing, supervising, and evaluating delivery of services and training needs for deputy director, case managers, and enforcement specialist; conducting regular meetings with staff; addressing performance matters; monitoring work of attorneys dedicated to department; preparing monthly statement of expenditures; ensuring receipt of state reimbursement of department employment-related expenses; reconciling relevant bank accounts; ensuring achievement of all performance measures implemented by Bureau of Child Support; participating in external job-related organizations; and pursuing professional development.

Requirements

Qualified candidates will hold a bachelor's degree in criminal justice, psychology, social work, sociology, ore other related field OR the equivalent combination of education and experience via a supervisory-level assignment; minimum of five years of progressively responsible work experience in social services, with at least two years in an administrative, supervisory capacity; supervisory and management experience with comparably sized staff; strong customer service orientation; effective interpersonal relations and

communications skills (both written and verbal); skill to effectively diffuse antagonistic situations; skills to elicit information in emotional situations; computer literacy, and demonstrated experience setting schedules, meeting deadlines, and managing multiple priorities.

Benefits

Competitive benefits package starts immediately and includes 90% employer-paid PPO health and vision plan, prescription plan, defined benefit pension plan, optional defined contribution plan, group term life insurance, 14 annual paid holidays, and ample time-off provisions. Starting salary \$72,180.42 a year. EQUAL OPPORTUNITY EMPLOYER

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