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Court Administrator's
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Jury Information
570-327-2330

Job Title: Director Domestic Relations Office
Department: Lycoming County Domestic Relations Office
Location: Lycoming County, Williamsport, PA
Supervisor: Court Administration, Director of Court Services
Compensation: \$55,366.91
Posting Date: Tuesday, May 30, 2017
Closing Date: Friday, June 16, 2017

The Lycoming County Courts are accepting resumes for the position of Director of the Domestic Relations Office. The mission of the Lycoming County Domestic Relations Office is to establish, modify, and enforce child support orders, provide collection services for families in an effective and efficient manner, and making judicious work of public resources.

The Director of the Domestic Relations Office is responsible for the operation and management of the County's Title IV-D Child Support Enforcement Program. The area of responsibility for this position is very extensive and requires thorough knowledge of various IV-D Child Support Enforcement Program and Family Court processes. Along with the Courts, the Director leads short and long-term planning for the department. The Director develops program goals and objectives in accordance with Title IV-D federal and Pennsylvania guidelines, regulations, and statutes. The Director is responsible for staff training to guarantee compliance with Pennsylvania Bureau of Child Support Enforcement. The Director monitors and adheres to the IV-D Cooperative Agreement in both fiscal responsibility and program services between the PA Department of Human Services, Lycoming County Courts, and the Lycoming County Commissioners. The Director improves office procedures to enhance work flow, promote customer service and worker and client safety. The Director keeps informed of legislative changes that impact child support services.

Qualifications:

- Bachelors' Degree from an accredited college or university
- Seven years related experience
- Previous supervision and management experience
- Demonstrated knowledge of applicable federal and state laws and regulations (Code of Federal Regulations, PA Consolidated Statutes, PA Rules of Civil Procedure) affecting child support
- Demonstrated knowledge of technology, software, and existing programs used in the Title IV-D Child Support Enforcement Program
- Ability to understand financial and budget programs as it relates to child support and funding
- Previous experience managing the fiscal operation of a workplace
- Ability to plan, direct, develop and manage personnel
- Ability to regularly evaluate the efficiency of business procedures and adjust practices according

Specific Duties:

- Prepare department's annual capital and operating budget, determining appropriate expenditures for both County general and IV-D incentive funds
- Monitor and oversee completion of department's monthly statement of expenditures (MSE) for reimbursement of expenditures
- Prepare and conduct audits in compliance with local, state and federal regulations – assist in developing and implementing procedures for any required changes
- Develop, implement and review the department, data and hardware system security plan to adhere to IRS Publication 1075 guidelines for federal, state, and local agencies

- Monitor office compliance with federal performance measures
- Provide guidance and direction to department's supervisory staff
- Oversee department's personnel performance evaluations
- Direct personnel discipline issues
- Supervise department's Investigators, guaranteeing yearly MOPEC training requirements and safety goals
- Create and administer personal service agreements with essential business partners
- Provide organization and direction of the case management and daily operational function of the department

Working Conditions:

Normal office environment. Potential for a high degree of emotional stress due to dealing with complex department activities and clients who are undergoing stress due to family and financial issues.

How to apply:

All interested candidates should submit a letter of interest along with an updated resume to the Director of Court Services, Lycoming County Office of the District Court Administrator, 48 West Third Street, Williamsport, PA 17701.

Successful candidate will be required to submit to a criminal background check and a urinalysis screening for use or abuse of drugs or alcohol prior to appointment.

Lycoming County is an Equal Opportunity Employer.