

The Clark County District Attorney's Office is pleased to announce the following vacancy:

ASSISTANT DIRECTOR - DA FAMILY SUPPORT

Exempt Appointed Position

Salary: \$40.16 - \$62.24 Hourly
\$3,212.80 - \$4,979.20 Biweekly
\$6,961.07 - \$10,788.27 Monthly
\$83,532.80 - \$129,459.20 Annually

JOB SUMMARY:

Plans, organizes, and oversees the management and direction of all non-legal staff and activities through subordinate supervision in the Family Services Division in the District Attorney's Office. Assume responsibility for enforcement of all applicable regulations concerning child support.

SUPERVISION RECEIVED AND EXERCISED:

This position reports to the Director DA Family Support. The position supervises a large staff consisting of over 200 full time employees, through subordinate division level management and various levels of supervision. Technical and office support staff perform a variety of diversified activities involved in processing, enforcing, investigating, collecting and disbursement of payments, case management, provision of court services, records, and other functions concerning child support.

MINIMUM REQUIREMENTS:

Education and Experience: Bachelor's Degree in Business or Public Administration, Social Science, or a field related to the work AND six (6) years of full-time administrative and/or professional level experience in one or more elements of a comprehensive family support system in a setting directly related to child support issues and regulations, three (3) years of which were a management capacity. Possession of advanced degree in appropriate field desirable. Equivalent combination of formal education and appropriate related experience may be considered.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

EXAMPLES OF DUTIES:

- Provides direction over a county-wide program that is responsible for the collection and disbursement of child support monies in compliance with federal, state and county regulations and statutes.
- Develops and implements goals, objectives, policies, procedures and work standards for the Family Support Division of the District Attorney's office.
- Plans, organizes, administers, reviews and evaluates the work of staff through subordinate managers and supervisors.
- Oversees and provides for the selection, training, professional development and discipline of staff. Prepares and administers the budgets for both the State of Nevada and the County. Directs investigations, systems operations, and other units not directly under the management of a Division level manager.

- Responsible for the NOMADS system conversion and operation, administration of various components of the state welfare and collections systems, and other functions coordinated with the State of Nevada.
- Contributes to the overall quality of the division's service provision by developing and coordinating work teams and by developing and implementing improved policies and procedures.
- Assures coordination of all activities and services of the Family Support Division with those of other divisions, County departments, the courts, and state and federal agencies to meet the mandated mission of the division; represents the department and the County in meetings with representatives of such agencies.
- Confers with County, department management and legal staff to assess service needs and solve problems.
- Confers with division managers and supervisors regarding personnel, operational and related issues; ensures that legal, personnel and fiscal goals and constraints are met.
- Plans, coordinates and conducts a variety of projects and analytical studies related to the work; reviews or develops reports of findings, alternatives and recommendations.
- Monitors legislation related to child support activities; evaluates their impact upon County operations; may testify in hearings; recommends policy and procedural improvements to meet adopted changes or improve service effectiveness.
- Directs the maintenance of accurate records and files; directs the preparation of or prepares periodic or special reports related to the function of the division.

OTHER DUTIES AND RESPONSIBILITIES:

Establishes and maintains relations with officials and representatives from Family Support divisions in other cities, counties and states. Uses standard office equipment, including a computer, in the course of the work; drives a personal or County motor vehicle in association with assigned duties.

PHYSICAL DEMANDS:

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings or be capable of traveling to various locations and offices throughout the State and County; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

Theories, principles, practices and regulations related to the child support function; administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision; principles and practices of developing teams, motivating employees and managing in a team environment; principles and practices of budget development and administration; applicable laws, codes and regulations; record management principles and practices; techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained; basic principles of public administration.

Skill in:

Administering programs and staff through subordinate supervision; training others in policies and

procedures related to the work; developing and implementing goals, objectives, policies, procedures and work standards; developing and administering the division's budget; developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner; interpreting, applying and explaining applicable and complex laws, codes and regulations; using initiative and independent judgment within general policy guidelines; using tact, discretion and prudence in dealing with those contacted in the course of the work; dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

APPLICATION INFORMATION

Interested candidates should apply as soon as possible, by sending a current resume, compelling cover letter, writing sample and salary history to dafs.hr@clarkcountyda.com. For more information, confidential inquiries can be addressed to Rahima Somji at dafs.hr@clarkcountyda.com or 702-671-9262. The posting will close on Friday July 17, 2015.