

**PINE COUNTY
ADMINISTRATOR**
635 NORTHRIDGE DRIVE NW, SUITE 200
PINE CITY, MN 55063
1-800-450-7463 Extension 1620
FAX (320) 591-1628

Date Posted: 3/12/19

Deadline: 3/29/2019 @ 4:30 pm

EMPLOYMENT NOTICE
FINANCIAL ASSISTANCE SUPERVISOR II

Health & Human Services – Financial Assistance Unit

Come join the Pine County Health & Human Services Management Team in directing the activities of Financial Assistance programs for individuals in the community!

Position:	Financial Assistance Supervisor II	Location:	HHS
Union:	International Brotherhood of Electrical Workers (Social Service Supervisors)	OT Status:	Full-time, exempt

ESSENTIAL DUTIES:

Supervises Financial Assistance staff with numerous programs and duties related to this unit and develops, implements and manages budgets. Assists Department Director in developing plans, goals, objectives and strategies to improve operations and meet program requirements. Develops unit policy and practices to meet program requirements; coordinates procedures and integrates services with other county and state department, contracted vendors and the public. Presents program/policy information to the County Board of Commissioners. Creates and administers numerous contracts and policies for the Department of Human Services (DHS). Work is performed under the general direction of the Health and Human Services Director.

MINIMUM QUALIFICATIONS:

Bachelor's degree in social work, psychology, sociology, business or closely related subject and one year of experience as a financial assistance supervisor I or equivalent level experiences.

Experience as a financial assistance supervisor I, or equivalent, may be substituted for the college coursework on a year-for-year basis OR

Bachelor's degree in social work, psychology, sociology, business or a closely related field and four years of experience as an eligibility worker, child support officer, or in similar work determining eligibility for financial assistance programs or work in the collection of child support.

Experience as an eligibility worker, child support officer, or equivalent may be substituted for the college coursework on a year-for-year basis OR

Bachelor's degree in social work, psychology, sociology, business or a closely related field and two years as a lead worker to other staff involved in determination of eligibility for financial assistance programs or in collection of child support.

Experience as a lead worker may be substituted for the college coursework on a year-for-year basis.

Also, valid driver's license.

APPLICANT INFORMATION:

Applicants must complete a [county application](http://www.co.pine.mn.us/departments/human_resources/application_forms.Php); resumes alone will not be accepted. Download the application on the web site at www.co.pine.mn.us/departments/human_resources/application_forms.Php and drop off or mail to the County Administrator's office by **Friday, March 29, 2019 @ 4:30 pm**.

Applicants must also be on the MN Merit System eligibility list. To apply, go to <https://agency.governmentjobs.com/mnmeritsystem/default.cfm> and click on *Job Posting 928-OC*. Deadline for receipt of applications is **Friday, March 29, 2019 @ 4:30 pm**. For further information regarding the Merit System, please call 651-431-3030 or email at dhs.merit.system@state.mn.us.

Merit System Examination process

The examination will consist entirely of a rating of education and experience based on responses to the supplemental questionnaire

Must complete applications by closing date of Friday, March 29, 2019 @ 4:30 pm

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PINE COUNTY PERSONNEL SYSTEM

CLASSIFICATION:	Financial Assistance Supervisor II
PAY GRADE:	Grade 14 - \$31.18/hr - \$40.54/hr DOQ
RATING METHOD:	The selection process will include a formal interview and may include testing and/or other methods of selection.
CLOSING DATE:	Friday, March 29, 2019 @ 4:30 pm <i>An Equal Opportunity Employer/Affirmative Action Employer</i>