

DEPARTMENT OF CHILDREN & FAMILIES  
JOB OPPORTUNITY  
ANTICIPATED VACANCY  
CHILDREN AND FAMILIES PROGRAM DIRECTOR (ADMINISTRATIVE SUPPORT/PROGRAM SERVICES)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

<b>Open To:</b>	The Public	<b>Location:</b>	Hartford, CT
<b>Job Posting No:</b>	MB1944CO	<b>Hours:</b>	40
<b>Salary:</b>	\$85,099 - \$109,159 (Annually)	<b>Closing Date:</b>	11/16/2011

**Eligibility Requirement:** Candidates must have applied for and passed the **CHILDREN AND FAMILIES PROGRAM DIRECTOR (ADMINISTRATIVE SUPPORT/PROGRAM SERVICES)** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of and ability to apply management principles and techniques; knowledge of standards of practice and administration of programs dealing with children and youth; knowledge of impact of cultural issues on service delivery and staff relationships; considerable interpersonal skills; considerable oral and written communication skills.

**General Experience:** Nine (9) years' professional experience in the field of social and human services

**Special Experience:** Two (2) years of the General Experience must have been in the planning, development, implementation or supervision of administrative or program services in child welfare, children's mental health or juvenile justice at the level of Program Manager - Social Work (Administrative Support/Program Services).

**Substitution Allowed:** 1.) College education may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree). 2.) A Master's degree or other advanced degree in the behavioral sciences, public administration, social work or a closely related field may be substituted for one (1) additional year of the General Experience. NOTE: Closely related fields are: child welfare, applied sociology, social and/or human services, clinical psychology, child development, criminal justice, counseling, human development and family relations, human service, marriage and family therapy.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

DEPARTMENT OF CHILDREN AND FAMILIES  
505 HUDSON STREET  
HARTFORD, CT 06106  
FAX NUMBER: (860) 707-1954

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.