



**CHILDREN, YOUTH AND FAMILIES DEPARTMENT DEPUTY DIVISION
DIRECTOR**

General Summary

Children, Youth and Families Department (CYFD) Deputy Division Directors are responsible for the oversight of multiple work units or bureaus within the central office.

CYFD Deputy Division Director

Jobcode: X70691

Pay Band: 95

FLSA Status: Exempt

Distinguishing Characteristics

Provides oversight to multiple managers of multiple bureaus within the assigned Central Office unit, ensures that policies and procedures are followed and works collaboratively with staff and the community to ensure high quality and efficient services to children and families.

Minimum Qualifications

Bachelor's Degree in Social Work, Education, Counseling, Psychology, Sociology, Criminal Justice or Family Studies from an accredited college/university and ten (10) years of any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health and/or health care, of which six (6) years must be supervisory experience. Any combination of education from an accredited college or university and/or direct experience in this occupation totaling fourteen (14) years may substitute for the required education and experience.

Essential Duties and Responsibilities*

- Provides supervision to assigned bureaus and ensures that these offices and employees support the mission and vision of the Department, adhere to applicable federal and state law, Department policies, procedures and performance standards and oversees and makes decisions on investigations and disciplinary actions.
- Assumes a leadership role in the implementation of the agency's plans to blend service areas and related principles and strategies and uses agency partnerships to support the provision of family centered services to those families requiring those services.
- Develops and maintains an environment that facilitates the provision of quality services to customers and assists employees in meeting the agency's mission, vision, and goals.
- Represents, mediates, and negotiates at meetings and task forces with local county officers, tribal leaders, the legislature and other state agencies in order to provide leadership to field offices and maintains positive relationships with the community and with other agencies.

Bargaining Unit: Not Represented

Statutory Requirements:

Conditions of Employment: Must possess and maintain a New Mexico Driver's License and have own mode of transportation. Pre-employment background investigation is required and is conditional pending results. Work is performed in an office setting. Late hours, weekend and callback work may be required; will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Some travel may be required. CYFD may require applicants for positions within this series to be licensed at the LMSW or LISW level in accordance with the Social Work Practice Act, Sections 61-31-1 through 61-31-25 NMSA 1978, and 16.63.1 through 16.63.20 NMAC.

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Working Conditions: Work is performed in an office setting; late hours, weekends and on-call may be required. Will be exposed to regular periods of video display terminal and keyboard usage and stressful situations. Travel is required. Incumbent will work under stress and frequent time constraints.

Established: 07/25/2014

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*