

**The Suquamish Tribe
Child Support Program Manager
Human Services**

The Suquamish Tribe is recruiting for a Child Support Program Manager. The Program Manager plans, organizes, directs, manages the activities of a Child Support Program; serves as a member of the department's management team; supervises staff, directly and through subordinates; and performs related duties as required.

Major Responsibilities and Duties:

Directly and through subordinates, plans, organizes, and directs the provision of child support services, including: establishing and enforcing orders for child and medical support, locating absent parents, establishing paternity, and collecting current and past due support; ensures activities are in compliance with tribal, state and federal guidelines, regulations and statutes; and coordinates operations with investigative, accounting, automation, and legal staff.

Analyzes regulatory changes to assess impact on operations; plans and implements related changes; develops, reviews, and analyzes management reports to enhance program operations by prioritizing resource allocation, measuring program effectiveness, and evaluating the need for new or modified procedures.

Acts as liaison with other departments; represents the department in contacts with governmental agencies, the community, and public; and may act in the absence of the director.

Assists in the development and administration of the program's budget, analyzes staffing and expenditure requests; recommends reallocation of staff.

Directly and through subordinates, interviews, selects, and trains staff; establishes performance standards; evaluates staff performance; and takes and recommends disciplinary actions.

Specific Knowledge, Skills and Abilities:

Knowledge of tribal, federal, state child support laws, rules, and regulations; court procedures relating to child support enforcement; principles and practices of effective supervision, case management, and performance measurement; accounts receivable and collection practices; principles of personnel management, including selection, evaluation, and training of subordinate staff; investigative techniques related to establishing and enforcing support orders; standard English grammar and usage; and standard computer applications used in business and government.

Qualifications:

Ability to learn and apply current management and budget preparation practices; analyze problems, project consequences of proposed actions, and make and implement recommendations; prepare and administer budgets; prepare narrative and statistical reports and proposals; communicate clearly and concisely, both orally and in writing; read, interpret, explain, and apply complex laws, rules, and regulations; establish and maintain effective working relationships with staff, other government agencies and members of the public; prioritize and coordinate work through others; develop and implement operational goals, objectives, policies, and procedures; supervise, train and evaluate personnel; work independently; maintain confidentiality of information; and operate a personal computer. **A bachelor's degree or public administration with two years experience is desirable.** Five years of experience working in a computerized office environment performing either eligibility determination, collections, or a combination of duties from one or more jobs that include comparing and evaluating data; organizing and prioritizing multiple projects or cases simultaneously.

Occasional local travel using employee's own transportation required. Occasional regional or out-of-state training required.

Supervisory Responsibilities:

This position has responsibility for supervising and coordinating work assignment and priorities with other units. This is a working supervisory position in which incumbents coordinate and review the work of subordinates. Participates in the selection of new employees, determining appropriate staffing levels and appropriate equipment; assists in work area design.

Salary D.O.E. plus benefits package. You may apply online at www.suquamish.nsn.us and if you'd like a copy of the job description, call the Suquamish Tribe Job Line at (360) 394-8414 or e-mail bdumford@suquamish.nsn.us
OPEN UNTIL FILLED.