

# ASSISTANT TO THE DIRECTOR OF HUMAN SERVICES

## DEFINITION

Under direction to the Human Services Director, will assist the director in carrying out administrative responsibilities designed to accomplish the overall mission and objectives of the department, with concentration on issues of personnel, employee development, labor and management relations, work force diversity, legislation and service responsiveness. Performs related duties as assigned.

## EXAMPLES OF DUTIES

Maintains regular contact with all division managers in a coordinative and consultative role to assist the director including the gathering and analysis of information across program divisions providing for coordinated or integrative decision making by the director; reviews and recommends action on all personnel transactions; works with management team and Affirmative Action Committee to develop and implement department's affirmation action plan; assists the director in the implementation of new or revised programs; gathers information and develops recommended legislative agenda; develops plan for implementing new or changed administrative procedures as needed; assists the director in performing special administrative studies as assigned including the identification of program overlap or duplication in both direct or contracted services; responds to general information demands including public presentations about available human services; assists the director in communication with the Board of Human Services, Board of Health and other governmental boards and committees.

## EMPLOYMENT STANDARDS

Education and Experience: Either 1) a master's degree in a human services field, business administration, public administration or related field and two years experience in a high level staff support capacity including the performance of administrative/management or organizational studies preferably in a human services agency; or 2) a bachelor's degree in one of the above specified fields and four years of the experience as also specified above.

Knowledges and Abilities: Knowledge of organizational science and modern management principles; knowledge of program planning and evaluation; knowledge of or ability to learn community based human services delivery systems; knowledge of principles of human resource management and implementation/operation of personnel systems; knowledge of principles of equal opportunity and affirmative action; considerable written and verbal communication skills; ability to assess and interpret complex information; possession of or ability to gain comprehensive knowledge of federal, state, and local human services laws, rules and regulations.