

# DIRECTOR, DEPARTMENT OF HUMAN SERVICES

## DEFINITION

Under the general administrative direction of the County Executive; will organize, implement and manage the effective integration of a multiple human services delivery system under a client-centered and community based services approach; provide staff support to the Board of Human Services; performs related duties as required.

## EXAMPLES OF DUTIES

Directs departmental staff in programs related to children/family services, economic assistance, alcohol and other drug abuse services, older adult services, physical and developmental disability and mental health services, public and environmental health services; with the advice of the Board of Human Services prepares and submits a proposed departmental budget and annual comprehensive plan including priorities, objectives and measurement indices for programs and services to the County Executive; develops, recommends and implements policies and procedures; directs the planning and implementation of new programs; evaluates the effectiveness of existing programs and directs modifications accordingly; evaluates the direct County provision of services versus the purchase of such services and makes recommendations on same; directs the purchase of contracted services; directs the monitoring of contracted services for compliance of services, costs and other factors to contractual specifications; directs staff selection and development, including inservice training; directs the study and implementation of services being co-located in community based facilities; direct/promote effective internal and external communication with staff, clients, client advocates, community organizations and private firms; directs the application of decentralized decision making including participative management techniques; directs the organization and maintenance of reporting and records systems including the application of electronic data and word processing; represents the department to the media, community agencies, professional organizations and the general public; directs the preparation and negotiation of requests for federal, state and private grants; prepares narrative and statistical reports for administrative and public review.

## EMPLOYMENT STANDARDS

Education and Experience: A master's degree in a human services, public administration, business administration or related field and five years of management experience (human services management experience preferred), or a bachelor's degree in one of the above specified fields and seven years of management experience, preferably in human services. Prefer experience gained in the administration of multiple human services programs for a community based agency including program planning, administration, budgeting and personnel supervision.

Knowledges and Abilities: Comprehensive knowledge of management principles and practices including budgeting, planning, personnel management, participative management techniques, program evaluation and management information systems; possession of or ability to gain thorough knowledge of federal, state and local laws, rules and regulations regarding the operation of programs; possession of or ability to gain knowledge of governmental and private grant procedures; ability to plan, organize and direct the activities of a large organization and staff; ability to develop, implement, direct and evaluate client centered service programs; ability to develop and effectively present ideas and concepts verbally and in writing to a variety of governmental policy and advisory boards or committees, governmental agencies, and the news media, employees and the general public.