



CLASSIFICATION NO. 492  
Established: 8/89  
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Retitled: 12/22  
FLSA: Exempt  
EEO: 1

## **CHILDREN, FAMILY AND COMMUNITY DIVISION DIRECTOR**

### **CLASS CHARACTERISTICS**

Under administrative direction, to plan, organize, direct and manage the administrative and program activities of the Children, Family, and Community Connections Division; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Children, Family, and Community Connections Division, within the Department of Health, Housing, and Human Services, provides workforce development, weatherization, youth, and family wellness services for the people of Clackamas County.

The Children, Family, and Community Connections Division works in conjunction with multiple councils and/or community task forces to promote and support programming that reduces barriers to critical services and utilizes individual and organizational input to advise the Board of County Commissioners regarding system wide policies affecting children, youth and their families, high barrier populations and general community safety. The Children, Family, and Community Connections Division develops and implements community plans by providing funds and technical assistance to service providers to carry out effective programs. Other services include systems integration, community assessment, program development and evaluation, technical assistance, and prevention advocacy.

The Children, Families, and Community Division Director is responsible for planning, coordinating, evaluating and administering all services provided by the division in accordance with County, State and Federal law. The Children, Family, and Community Division Director reports to the Director, Department of Health, Housing, and Human Services.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Directs the division in the recommendation and implementation of new and revised policies to respond to the service needs of the County; establishes division goals and objectives; supervises the preparation of the Division's annual program plan; provides direction to staff in program planning and development and in response to sensitive issues; ensures services are in compliance with Federal and State statutes, rules and regulations.
2. Represents the County in regional and state organizations, commissions, task forces and groups to promote and coordinate the work of the Children, Family, and Community Connections Division and its associated Commissions and Councils; represents the County

in drafting, introducing, advocating and testifying on related legislation; promotes citizen and key stakeholder involvement in setting priorities, assessing needs and reviewing policies and program operations.

3. Oversees the development of division's annual and supplemental budgets; presents budget proposals to department director and County budget committee; oversees the monitoring of revenues and expenditures for children, family, and community-based programs; researches alternative funding sources, including preparing and/or approving grant proposals.
4. Hires and directs professional, paraprofessional and other staff to provide quality services to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts amongst staff and with other County departments.
5. Develops and maintains relationships with service providers; directs the review and analysis of proposals of potential service providers to make recommendations based on program priorities and fiscal impact; directs, oversees and participates in the development and monitoring of contracts for services and grants; monitors and ensures program, projects and contractor compliance with regulations and grant funding; interprets and clarifies federal regulations.
6. Leads staff in community mapping processes and assists in interpretation, monitoring, and reaction to results; leads state required community needs assessments and partner/community engagement in qualitative assessment; participates in development of other partner plan development when appropriate.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of public administration and budget/grant administration; Federal, State and County initiatives related to children and youth services; techniques of negotiation and public relations; fund development and fundraising; systems development, prevention, early intervention, intervention, workforce, and weatherization services and administration.

Working knowledge of: Principles and practices of contract preparation, negotiation, evaluation and administration; community assessment and techniques of gathering, analyzing and evaluating data; prevention practices and techniques related to behavior and adjustment problems of children and youth; theories and practices of community engagement to ensure citizen participation in local government; personnel management; participative management theories.

Skill to: Develop and implement operational and administrative policies; communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; interpret and apply Federal, State and local statutes, rules and regulations; develop and implement operational and administrative policies; develop and administer budgets and grant proposals; organize, direct, train, evaluate, supervise and discipline supervisory, professional, and administrative staff; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with citizen groups, volunteers, other agency personnel and County employees.

## **WORKING CONDITIONS**

Work requires attendance at frequent meetings beyond the usual working hours and occasional overnight travel.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.