



CLASSIFICATION NO. 212
Established: 12/13
FLSA: Exempt
EEO: 1

DEPUTY DIRECTOR, HEALTH, HOUSING AND HUMAN SERVICES

CLASS CHARACTERISTICS

Under administrative direction, to plan, organize, direct and manage the administrative and program operations for the Department of Health, Housing and Human Services; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its Divisions: Children, Youth & Families, Public Health, Behavioral Health, Health Centers, Social Services, Community Solutions, and Housing & Community Development.

The Deputy Director, H3S is responsible for planning, coordinating and administering a comprehensive system of management functions in accordance with budget limitations, department requirements and federal/state/local rules and regulations. The incumbent acts as the department director in his/her absence and provides direction to all division managers to facilitate operational planning, delivery and outcomes for all programs.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops and recommends new and revised policies, programs, goals and objectives; establishes priorities and directs, with division managers, the preparation of the Department's strategic plans, annual work programs and outcome reporting; ensures department-wide implementation and compliance with Federal, State and local statutes, rules, regulations and ordinances.
2. Assists the Department Director in the administration of department personnel, programs, services and operations and acts as Director in his/her absence; manages individual projects as requested by the director, County Administrator or Board of County Commissioners including coordination of staff and consultants; develops systems and controls to improve quality of performance and customer service; acts as liaison to internal county departments regarding service and response issues.
3. In cooperation with the director, hires and directs division management, professional and administrative staff to carry out the functions of the department and to provide quality service 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 among staff and with other County departments.

4. Oversees in consultation with division managers, the development of annual and supplemental budgets and budget performance.
5. Represents the department to public and private agencies and groups; makes technical presentations before commissions, boards and the public; develops processes to ensure that responses to citizen inquiries and complaints are timely and effective.
6. Provides consultation and direction to divisions on personnel issues such as discipline, grievances, staffing, recruitments, employee development, employee relations, promotions and layoffs; may participate in the collective bargaining process as a member of the negotiating team.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and practices of public administration, including personnel management, procurement, program planning and budget, grant and contract administration; applicable federal, state and local statutes and regulations; participative management theories, team building and conflict resolution processes; labor relations procedures; techniques of mediation, negotiation and public relations; principles of community engagement and citizen involvement.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; facilitate consensus building and problem solving; develop and implement operational and administrative policies; prepare and justify budget requests; review contracts for compliance with County policies and legal requirements; prepare clear and concise reports; interpret and apply appropriate laws, rules and regulations; direct staff in continuous efforts to improve quality, efficiency, productivity and effectiveness; develop and utilize performance measures to gauge progress in meeting department/division goals; respond to requests in a timely and professional manner; incorporate team participation in decision making; respond to changes desired by citizens and County staff; develop and maintain effective working relationships with other County personnel, stakeholders, elected officials, other public and private agencies and the general public.

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.