



CLASSIFICATION NO. 211
Established: 9/76
Revised: 1/93, 12/07
Retitled: 12/13
FLSA: Exempt
EEO: 1

DIRECTOR, HEALTH, HOUSING AND HUMAN SERVICES

CLASS CHARACTERISTICS

Under policy direction, to plan, organize, direct and manage 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 Director, Health, Housing and Human Services reports to the County Administrator and participates as a member of the County's Executive Management Team to facilitate effective and quality service delivery in all County programs. The incumbent is responsible for fulfilling Department objectives as established by the Board of County Commissioners. The incumbent develops and implements Department goals, objectives, policies and priorities and provides administrative direction to division directors.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Develops and implements new and revised policies; establishes goals, standards and objectives; oversees the preparation of the divisions' annual program plans; represents the County in drafting, introducing, advocating and testifying on legislation related to department activities.
2. Participates in regional, state and municipal organizations, commissions and task forces to promote and coordinate intergovernmental programs; represents the County in drafting, introducing, advocating and testifying on legislation related to department activities.
3. Directs the development of annual and supplemental budgets; presents budget proposals to County budget committee and Board of County Commissioners; oversees the monitoring of revenues and expenditures; researches alternative funding sources including preparing and/or approving grant proposals.
4. Promotes department activities and programs with business associations, citizen groups and the public; evaluates and responds to complaints from employees, citizens and other government agencies.

5. Hires and directs department management staff to provide quality service to citizens and County staff; prepares performance evaluations; administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
6. Participates as a member of the management bargaining team and directs the departmental administration of the bargaining contracts.

REQUIRED KNOWLEDGE AND SKILLS

Comprehensive knowledge of: Principles, methods and techniques of public administration, personnel management and budget administration; participative management theories; human services delivery systems; department operations in: psychiatric, psychological and medical treatment; assisting the low income, elderly and disabled; vocational and remedial education; parole and probation; housing; community development; and programs for troubled children and youth.

Thorough knowledge of: Applicable federal, state and local statutes and regulations; funding sources and financing methods; labor relations procedures and collective bargaining practices; federal, state and local government operating methods and procedures; techniques of mediation, negotiation and public relations; principles and techniques of contract preparation, negotiation and administration; techniques of persuasive communication.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; develop persuasive and convincing arguments to promote individual agreement and group consensus on issues and problems; formulate and implement operational and administrative policies; plan, develop and evaluate funding requirements; prepare and justify budget requests and grant proposals; review contracts for compliance with County policies and legal requirements; 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 outside agencies, elected officials, County employees and the public; understand, interpret and apply Federal, State and local statutes, rules and regulations relevant to Department policies and procedures; train, direct, evaluate and supervise management, professional and technical personnel in multidisciplinary team activities.

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 nine (9) 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.