



CLASSIFICATION NO. 211
Established: 9/76
Revised: 1/93, 12/07, 11/24
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 critical services to individuals, families, and communities through multiple Divisions including: Behavioral Health, Children, Family and Community Connections, Health Centers, Housing & Community Development, Public Health, and Social Services. and.

The Director, Health, Housing and Human Services is responsible for the strategic planning, organization and direction of a comprehensive range of health and human services programs. The position 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 policy direction as established by the Board of County Commissioners. The incumbent plans, organizes and directs Department goals, objectives, policies and priorities and provides administrative direction to department leadership.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Leads the assessment and revision of existing policies and programs to ensure alignment with community needs and state/federal regulations; responsible for the creation, implementation and accountability for the department's strategic plan and supports and implements the components of the Board of County Commissioners' strategic plan as it relates to the department; establishes clear performance metrics to evaluate the effectiveness of departmental initiatives and drives accountability.
2. Collaborates with regional, state, and federal agencies and organizations to develop and implement intergovernmental programs; ensures department initiatives complement broader health and social service goals; serves on relevant boards and committees to influence policy development and funding opportunities.
3. Oversees the preparation and presentation of the department's annual budget, ensuring alignment with strategic goals and community priorities; monitors financial performance,

identifies trends, and implements corrective actions as necessary to maintain fiscal responsibility.

4. Develops and maintains partnerships with community organizations, advocacy groups, and stakeholders to promote health equity and access to services; addresses community concerns through public forums and meetings, ensuring transparency and responsiveness to public feedback.
5. Hires and directs department management staff to provide quality service to the public and County staff; prepares performance evaluations; administers progressive discipline; implements and/or facilitates staff training and professional development programs; promotes a culture of collaboration, innovation and cooperative team efforts among staff and with other County departments.
6. Establishes quality assurance processes to evaluate service delivery and client outcomes; ensures programs meet established standards; utilizes data-driven approaches to identify areas for improvement and implement best practices across all divisions.
7. Represents the County in legislative matters, advocating for funding and policy changes that benefit the community; prepares comprehensive reports and presentations to support advocacy efforts and inform decision-makers.
8. May participate 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 public, Board 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 in a related field of which three (3) years must include managerial experience including supervisory responsibilities 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.