



CLASSIFICATION NO. 277

Established: 8/22

Revised and Retitled: 8/25

FLSA: Exempt

EEO: 1

HEALTH, HOUSING, AND HUMAN SERVICES DIVISION MANAGER, SENIOR

CLASS CHARACTERISTICS

Under direction, to plan, organize, direct and manage functional areas within the Department of Health, Housing, and Human Services (H3S) on behalf of an H3S Division Director; to act as the Division Director in their absence; to participate in Division executive management team planning and budget activities; 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, Families & Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing and Community Development. This includes the Housing Authority of Clackamas County (HACC), which is an independent public corporation that provides rent assistance, resident services, and contracted services to low- and moderate-income persons, particularly those who are disabled and experiencing homelessness, through the ownership, management, lease, maintenance, and development of affordable housing.

The Health, Housing, and Human Services Division Manager, Senior is used in large H3S Divisions with comprehensive systems of services. Positions report directly to the H3S Division Director and provide executive leadership to the assigned H3S Division. Incumbents function as a Division's Deputy in support of the Division Director.

This classification differs from the Administrative Services Manager, Senior classification which is used at the department level to oversee financial and administrative functions on behalf of a Department Director. While the Administrative Services Manager, Senior provides critical management of budgeting, contracts, purchasing and administrative operations, it does not have the responsibility for implementing or overseeing service programs and activities, nor does it have the responsibility to function as a Deputy Division Director. This classification is further distinguished from the Health Centers Administration and Financial Services Manager which is specific to the Health Centers Division and has responsibility for the technical and regulatory management of administrative systems, financial planning, billing, and compliance to FQHC standards for health care services.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. On behalf of the Division Director, oversees the administration of department and division programs and activities, program budgeting; oversees and prepares materials, reports and

supporting documents; develops systems and controls to improve quality of business processes and performance.

2. Participates as a part of the executive management team in developing strategies and goals; develops and implements strategic plans and community engagement activities; helps build and design all operations and services in alignment with trauma-informed care practices.
3. Supports the development of annual budgets; provides direction to Division Finance Team on managing program budgets; recommends budget proposals to Division Director and H3S executive management; researches alternative funding sources including preparing and/or approving grant proposals.
4. Oversees the development of annual reports; presents reports to division and department director, federal agencies, and the Board of Commissioners; reviews and evaluates performance of programs; ensures quality assurance and service delivery.
5. Hires and directs division management staff to provide quality service to community members and 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; enforces a safe workplace and establishes a constant flow of communication among staff.
6. Assists in the development, planning, and implementation of new and revised policies related to the Department and Division goals and objectives; responds to service needs; establishes goals and objectives and supervises the preparation of annual plans; ensures compliance with Federal and State statutes, rules, and regulations in all areas of housing.
7. Oversees and assists in the development of the Division's annual plan, and other required documents that require policies and procedures in alignment with Federal, State, County, and other requirements.
8. Represents the division to public and private agencies and groups; makes presentations before commissions, boards, and the public; responds to citizen, tenant, city and landlord concerns regarding program operations on behalf of the H3S Division Director; coordinates division work efforts and objectives with other county departments or divisions.
9. Assists in the ongoing planning and implementation of regional programs; ensures programs are implemented in accordance with Board approved plans while leading with equity.
10. For positions within Housing and Community Development, assists in the planning and development of affordable housing development or acquisition/rehabilitation; assists in developing and implementing the repositioning of the Public Housing Portfolio.

REQUIRED KNOWLEDGE AND SKILLS

Comprehensive knowledge of: Principles, practices, methods and techniques of public administration, personnel management and budget/grant/contract administration; participative management theories; principles, methods, practices, and procedures of assigned program areas; applicable federal, state and local statutes, rules and regulations; state and local

government operating methods and procedures; funding sources and financing methods for programs and support needs of low and moderate income people.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; develop and implement operational and administrative policies; prepare and justify budget requests and grant proposals; interpret and apply pertinent Federal, State and local statutes, rules and regulations; organize, direct, train, and evaluate management, professional, technical 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 staff; establish and maintain accounting and budgetary control procedures; establish and maintain cooperative working relationships with outside agencies, elected officials, employees and the 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 in a related field that would provide the required knowledge and skills to perform the responsibilities of this position, three (3) of which in a lead or supervisory role.

PRE-EMPLOYMENT OTHER 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.

Positions within the Public Health Division and Social Services Division must pass a pre-employment drug test.

POST-EMPLOYMENT OTHER REQUIREMENTS

Housing and Community Development:

- Currently has or ability to obtain Public Housing Manager Certification within twelve (12) months of hire.
- Currently has or ability to obtain Housing Choice Voucher Certification within twelve (12) months of hire.

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