

Classification Title: Human Services Division Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Provides leadership to program managers responsible for the delivery of services which will address the changing demands and needs of client populations in the divisions of Family Support Services, Adult Services, Economic Self-Sufficiency, Community Health and Child Welfare. Provides policy development across agency.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Manages activities that provide core community services which include both physical and mental health programs, to children, youth and adults. Services include health, child and family services, public assistance, housing, job development and placement and mental health treatment.
2	S	Directs the planning process and develops and participates in strategic planning, budget requests and expenditure monitoring. Supports staff and evaluates program effectiveness, prioritizes issues and objects, creates community resources and integrates services and partnerships.
3	S	Provides direction and assistance in all staff personnel matters. Participates in regular conferences and establishes goals and objectives for programs and staff.
4	S	Addresses program specific issues with community-based groups and county leadership. Serves as the department representative on boards and commissions at the local, state and national levels.
5	S	Listens to appeals from family members and advocates and researches and investigates claims. Takes action as appropriate.
6	S	Provides information to the public regarding programs, public concerns and services.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree in Human Services, Health or related field.
Experience	Six years of management experience.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license may be required.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for Countywide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computers, printers and related software.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.