

Classification Title: Human Services Deputy Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Assists the Human Services Director in the direction and coordination of all functions of the department, including extensive review and analysis of work functions and operations, the elimination of ineffective work systems and the implementation and installation of improved systems and programs. Directs the activities of the core management team and provides emergency management assistance as appropriate.

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	Reviews and analyzes program goals and objectives, community needs, service demands and project trends. Manages contracts, grants and the request for proposal process. Oversees all fiscal matters, budget preparation and the management of fiscal resources. Interprets policies and establishes procedures.
2	S	Facilitates and participates in management team meetings, stakeholder forums and leadership development processes. Supervises, mentors and coaches staff.
3	S	Determines the best use of facilities and space usage. Facilitates major staff moves, workplace safety, efficiency and facility upgrades and re-design. Plans community-based and regional center services, use of space and signage requirements.
4	S	Prioritizes agency services, re-engineering of services and organizational development. Develops business plans which include emergency management responses, mental health reform, customer services initiatives and cultural competency development.
5	S	Represents the county at the department level, with community-based organizations, and professional conferences and interagency meetings at the local, state and national levels.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Human Services, Health or related field.
Experience	Seven years experience in public sector management.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
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 County-wide 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.