

Logan County

Job Description



Title:	Human Services Director	Code:	1200
Division:	Administration	Effective Date:	6/07
Department:	Human Services	Last Revised:	9/25

GENERAL PURPOSE

Performs a variety of **executive, professional, administrative and managerial duties** related to planning, organizing, directing, coordinating and controlling the development and delivery of comprehensive county-wide human service programs which include SNAP and Medicaid eligibility, Long Term Care, Colorado Works (TANF), Child Welfare, Adult Protection and other assistance programs. Ensures overall compliance with established federal, state and county operating guidelines and regulations.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Board of County Commissioners.

SUPERVISION EXERCISED

Provides leadership, policy guidance, and supervision to professional and support staff within the department, overseeing staff performance and workload management.

ESSENTIAL FUNCTIONS

Directs program planning, implementation and supervision involving the delivery of human services to the citizens of Logan County; directs the day-to-day operations of the agency; recommends to the Human Services Board long and short-term goals, including strategies and time-tables for accomplishment; prioritizes and recommends to the Board and directs allocations of administrative and professional resources to accomplish the mission of the department.

Directs and oversees the management of agency budget, both revenue and expenditures; monitors and authorizes expenditures; directs financial administrators in the development and implementation of internal and external policies and procedures; makes decisions requiring interpretation of agency policy and precedents.

Maintains over-sight responsibility for agency Human Resource System, including job classification, compensation, recruitment, selection and advancement; approves recommended discipline and discharge of employees; evaluates performance of key management and administrative staff.

Approves and monitors comprehensive client services and program(s) and assures that they are consistent with all local, state, and federal contracts, law, guidelines and regulations; serves as planner, evaluator, liaison and consultant at the State and Federal levels; represents agency services to the public and allied community or governmental agencies; works with collateral agencies as appropriate to coordinate services.

Performs legislative development; educates law makers in causes and conditions facing human service issues; coordinates legislative actions, as it pertains to human service programs; develops legislative strategies to obtain an optimum share of private, local, state, and federal funding to allow the agency to provide high quality human service programs.

Performs other related duties as required.

1. **Education and Experience:**

- A. Graduation from a college or university with a bachelor's degree or master's degree preferred, in a relevant field (social services, psychology, business, management, human resource, management, public administration);

AND

- B. Eight (8) years of progressively responsible experience performing above or related duties including supervisory experience;

OR

- C. An equivalent combination of education and experience.

2. **Required Knowledge, Skills, and Abilities:**

Extensive knowledge of management principles and practices; general administration theory, practices and procedures related to personnel management, fiscal accountability and program administration; psychology, human service systems and fundamentals as they relate to various programs and services; client counseling processes, techniques, and methods; family therapy methods, practices and procedures; clinical human work concepts and fundamentals as they relate to various human issues and services; community and regional resources engaged in human problem solving; interviewing techniques; legal environment related to human services. **Considerable knowledge of** principles and practices of supervision, media methods and techniques related to public awareness programming and public relations; budget development and grantsmanship; fiscal accountability requirements related to public funds and contract compliance.

Ability to effectively plan, organize, manage and direct the work of a professional executive team; analyze and diagnose problems accurately; initiate policy, goal setting and planning, implementation of an evaluation of human service programs; instruct or supervise a professional staff; perform under adverse crisis situations; communicate effectively, verbally and in writing; develop and maintain effective working relationships with executives, professionals, administrators, the public and subordinates.

3. **Work Environment:**

Normally, work performed in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, occasionally involving muscular strain, related to walking, standing, stooping, sitting, reaching. Hearing, talking and seeing essential to successful completion of typical duties. Common eye, hand, and finger dexterity is required. Mental application utilizes memory for details, complex instructions, emotional stability, creative problem solving. Elements of hazard uncertainty exist in the normal course of performing duties associated with providing human services. Periodic travel may be required to fulfill functions of the job.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)