

MAJOR FUNCTION

This is responsible administrative and professional work developing and updating the City's ongoing social services plan. Work involves developing, coordinating, implementing and evaluating human services intervention strategies; administering special community human services projects, grants, and contract programs; and providing management, program and fiscal analyses and recommendations for efficient and effective delivery of needed human services throughout the community. Work is performed under the administrative direction of the Assistant Director—Economic and Community Development and the work is performed with considerable independence, judgment, and initiative and is reviewed through reports, conferences and observations of the results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, directs, trains, coordinates and supervises the staff who are responsible for the program development and administration, coordination, implementation, and evaluation of targeted intervention strategies in the delivery of human services. Staffs the Community Improvement Advisory council and attends advisory council meetings. Develops quality and productivity improvement capabilities to improve services and effectiveness. Coordinates and administers the development of grant proposals, including program design, implementation, scheduling and budget preparation, for human services intervention grants. Provides personal coordination to ensure interagency cooperation and cross-program services agreements through the chairing and attendance at meetings involving service, agencies and other human services providers. Performs complete staff work in the development of the content, analysis and evaluation of the City's human services program plan, and provides updates to that plan as needed. Provides technical assistance and direction to grantee agencies regarding organizational analysis, program planning and development, and cost-procedures research analysis. Prepares the annual division budget. Oversees the preparation of progress reports regarding milestone accomplishments scheduled in the division's funding strategies, including grant and contract close-out report documentation. Inventories grants and other revenue sources for human services development programs, and directs the preparation of grant applications that seek to enhance the division's funding strategies. Establishes and maintains general office and division policies and procedures including the writing/updating of manuals. Prepares correspondence, memos, reports, studies, agenda items and statistical summaries. Recommends the hiring, transfer, promotion, discipline, grievance resolution and discharge of employees. Conducts performance evaluations for approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Coordinates with Finance, Budget, Legal and Treasurer-Clerk personnel to ensure timely funding of grants, contracts, and to each concurrence on funding sources amounts available. Attends City Commission meetings and other meetings as required. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities, Skills**

Thorough knowledge of the principles and practices of the social welfare and criminology disciplines and of public administration. Thorough knowledge of the principles and accepted practices of community development, public budget preparation, and acceptable methods for the collection and analysis of data, and the preparation of reports and studies. Thorough knowledge of local network of human services. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to supervise employees in a manner conducive to full performance and high morale. Ability to establish effective working relationships as necessitated by the work. Ability to conduct research. Ability to analyze and interpret data. Ability to communicate effectively, clearly, and concisely, both orally and in writing. Ability to interpret codes and ordinances, rules, regulations

and policies. Possesses management style and values which are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, sociology, social work, psychology, planning, or a related field, and four years of professional experience that includes planning, grants management, or human services, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 08-20-91
Revised: 07-14-95
04-16-04*
Deleted: 10-12-12
Reestablished: 06-14-14