

MAJOR FUNCTIONS

This is administrative and professional work coordinating and supervising human services projects and programs and working with internal and external partners to build community resilience. Work involves leading a team that develops, coordinates, implements, and evaluates community intervention strategies; administering special human service projects, grants, and contract programs; supervising support staff, and providing program management, fiscal analyses and recommendations for efficient and effective delivery of needed services. Work is performed under the general direction of Human Services Manager and is reviewed through conferences, written reports and results achieved

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

Supervises the daily functions of a portfolio of human service programs. Plans, trains, coordinates, and supervises staff responsible for program implementation and evaluation of targeted intervention strategies. Monitors, tracks and presents reports on assigned programs and initiatives. Maintains partnerships with governmental, non-profits and the public to respond to and resolve community inquiries regarding program areas. Responsible for securing grant funding to support on-going program services.

Other Important Duties

Represents the department at conferences, meetings and other public events as assigned by the department director. Performs essential personnel duties during emergency response. Performs other related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities And Skills**

Considerable knowledge of the implementation and administration of human services programs. Knowledge of general administrative practices and management. Knowledge of the principles and practices of record keeping and report writing. Ability to demonstrate excellent community relations skills. Ability to communicate effectively, clearly, and concisely, orally and in writing. Ability to supervise subordinates in a manner conducive to high performance and good morale. Ability to establish and meet deadlines. Skill in the use of personal computers and associated programs and applications required for successful job performance.

Minimum Training and Experience

Possession of a bachelor's in social work and four years of professional experience in human services or experience that includes social work. One year of the required experience must include supervisor experience.

Necessary Special Requirement

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

Established: 07-01-22