

## PHILLIPS COUNTY JOB DESCRIPTION

<b>Position</b>	<b>Human Services Director</b>	<b>FSLA Status: Exempt</b>
<b>Department</b>	<b>Phillips County Department of Human Services</b>	<b>Salary Grade: SS-81-84</b>
<b>Primary Supervisor</b>	<b>Board of Human Services</b>	<b>Date Revised: December 31, 2014</b>

### GENERAL STATEMENT OF DUTIES

The Director manages the administrative, program and personnel operations, and maintains fiscal oversight for the Department. He/she administers the human services programs under federal and state mandates including child welfare, adult services, Medicaid programs, Temporary Assistance to Needy Families, employment, child support, and child care. He/she ensures that the Department meets all State and Federal requirements and regulations in the administration of all programs. He/she prepares the annual human services budget in Phillips County, supervises human services staff, holds regular meetings with the Commissioners, attends regular and customary State and District meetings, reviews and audit cases and programs to ensure program compliance, and directs case management. Some emergency on call duty may be required.

### ESSENTIAL DUTIES

Acts as chief budget officer of the County Department per CRS 26-1-124 and responsibilities include preparation and submission of the Department's annual budget to the Board with follow-up implementation and monitoring.

Develops Department mission, goals and objectives for staff; coordinates planning with staff and County Board of Human Services. Interprets Department goals, policies and program requirements to staff and assures that State, Federal and Board requirements are enacted.

Prepares and manages approved annual budget which integrates funding from various sources, including County, State, and Federal funds; authorizes expenditures for administration, staff salaries, supplies, equipment, travel and training.

Meets regularly with the Board of Human Service and submits reports and information on expenditures and revenues, caseload, and critical issues; coordinates policy- making and community interpretation efforts; and acts as Secretary to the Board.

Directs and supervises the Department's staff. Provides supervision and consultation through individual and group sessions, writes performance plans, conducts performance appraisals and takes disciplinary action when necessary.

With approval from the Board of Social Services, manages all hires, promotions, and disciplinary actions, including reprimands, suspensions and firings.

Assures that all staff receives necessary training and are proficient in performing assigned duties.

Ensures compliance of State goals and measurements for all County programs by providing oversight, regular measurement reporting, auditing, supervising and other appropriate activities to meet all State goals.

Attends state and local meetings and coordinates with community agencies and other county departments on joint projects and provides leadership in the County on human services issues. Develops local programs to better serve clients.

Maintains good communications and relationships with the Board, staff, clients, residents, the State Department of Human Services, colleagues and community agencies. Represents Phillips County and advocates on their behalf with elected officials, State staff, local agencies and others. Seeks grant funding where appropriate.

Cooperates with the State Department of Human Services in the operation and development of the County social services programs including preparation and submission of required plans, reports and materials necessary for case reviews and program audit processes.

Takes the lead in all conflict resolution including staff, client and interagency grievances and complaints.

All other duties as assigned by the Board of Human Services.

### RESPONSIBILITIES

The director oversees all functions of the Human Services Department, supervises staff, maintains fiscal oversight, makes sure the department meets state regulations and requirements, and carries out the wishes of the County Board of Human Services.

### JOB REQUIREMENTS

- Flawless integrity, ethics and professional maturity with a strong respect for individuals and cultural sensitivity.
- Knowledge of human services programs, human development and behavior.
- Ability to make rapid decisions and respond to changes in programs, laws, and requirements.

- A thorough knowledge of organization and function of State and local governments, including budget and finance, with particular reference to their implications on the County level.
- A thorough knowledge of Colorado Human Services laws and regulations and legislative processes.
- Knowledge and familiarity with management practices and procedures, budgeting and financial management, public administration, and personnel management.
- Knowledge of current social and economic problems and their impact on individuals and families.
- Knowledge of programs of other State agencies that might benefit the Department and/or the individuals and families that it serves.
- The skill to develop and maintain positive working relationships with consumers, citizens, professional agencies, and staff.
- The skill to exercise good judgment in decision making, problem solving, planning, directing, and monitoring the work of the Department.
- Crisis management and intervention skills.
- The skill to provide effective leadership in the development and administration of a County department of social services.
- Highly developed communication skills in varied situations and audiences. This includes working with the media in presenting a positive image of the Department to the community.
- Proficiency in or knowledge of computer operation and systems within the county/state.
- Establish professional working relationships in a variety of situations including community members and agencies; county commissioners; Department staff; Department consumers; law enforcement agencies; and other human services agencies such as schools, Mental Health, Community Centered Boards, Alcohol and Drug Abuse providers, Area Agencies on Aging.

Valid Driver's License is required. Must pass criminal background check.

#### OTHER SKILLS AND ABILITIES

Ability to operate in Microsoft Windows based applications including Word and Excel, as well as various software programs required through the Department and State. Excellent writing skills necessary to create documents that represent the Department's Knowledge of filing systems and operation of general office equipment may be required.

### WORK ENVIRONMENT

Work is performed mainly in a standard office environment. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel is required as State, District, and local meetings dictate. The Director may also be present in homes where clients require interviews or personal interaction.

### MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four year college with a major in Business Administration, Public Administration, Human Behavioral Sciences, Human Services Work, or related field (or experience equal thereto).

Experience: Two years full-time paid employment which includes administrative and management experience in a public or private human services agency.

Substitutions: The Board of Social Services can allow substitutions as they deem appropriate.