



DIRECTOR OF HUMAN SERVICES

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

Department: Human Services

Job Class #: 160300

Pay Range: Executive 13

FLSA: Exempt

Represented: No

JOB SUMMARY

The Director of Human Services leads a department responsible for providing a variety of integrated human services programs to individuals and families that improve their quality of life and promote self-sufficiency. The Director is appointed by and serves at the pleasure of the County Executive.

ESSENTIAL FUNCTIONS:

- Directs the administration and delivery of innovative and comprehensive human services programs and strategies. Utilizes sound business and financial acumen to prepare and manage the department budget, control expenditures and ensure quality services.
- Advises and make recommendations to the County Executive and Council on human services program issues.
- Provides effective leadership to managers and staff in the administration of department's operations, contract and grant compliance and reporting.
- Partners with other agencies, governments, non-profits, and community organizations to improve client services and outcomes.
- Performs related duties and projects as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in business, public administration, or in a field directly related to community services and human services; and,
- Considerable experience with human services programs, delivery of direct client services, including management of grants and contracts or any comparable combination of related experience and education.
- Six (6) years of leadership and supervision experience.
- Master's Degree is preferred.

PREFERRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Current local, state and federal rules and regulations concerning human service programs and local government and County operations.
- Effective management and leadership techniques.
- Legislative issues impacting social services related programs.

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- Case management practices and procedures.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Budget preparation, justification and cost control.

Ability to:

- Supervise and evaluate the work of staff.
- Plan and establish goals and objectives.
- Develop and implement departmental policies and procedures.
- Develop, present and gain acceptance for long-range and extensive programs which require monetary allocations.
- Effectively communicate, both orally and in writing.
- Lead a diverse and inclusive workforce that values and encourages diversity of thought, backgrounds and perspectives.
- Seek reform in the public interest.
- Establish and maintain effective working relationships with County officials, employees and the public.
- Be a strategic thinker.
- Use creative and innovative methods to increase efficiency and effectiveness of departmental operations.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

Work is performed mostly in an office setting requiring sitting for prolonged periods of time. The Director will be required to travel throughout the local region and out of state, must be able to operate a personal computer and related office equipment.