



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Director, Community Services</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/>
<small>(Please check one)</small>		
<b>REPORTS TO:</b> <u>Commission</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>09/2019</u>
<b>DEPARTMENT:</b> <u>Community Services</u>	<b>JOB CODE:</b> <u>100</u>	

**SUMMARY:**

This is an advanced position that receives general direction from the County Commission. The position has administrative and managerial responsibility for planning, directing and evaluating an integrated and coordinated human services program for Boone County.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Plans, establishes goals and objectives, directs, reviews, approves, and evaluates the Department’s procedures, programs and services.

Develops and executes Department policies, rules, and regulations. Hires, assigns, briefs, deploys, and directs personnel; resolves employee grievances.

Prepares and administers the Department budget. Administers the purchase and requisition of services needed to meet the Department’s goals. Seeks, evaluates and applies for grant opportunities that encompass the Department’s mission.

Ensures conformance with federal, state and local regulations. Coordinates departmental activities and services with other public and/or private organizations, represents the Department in interactions with other Boone County Departments (e.g., Purchasing, Human Resources) and Boone County elected officials (e.g., Auditor, Treasurer) and coordinates activities and planning processes with other Departments and the elected officials. Builds effective working relationships with County officials, Department Directors, and staff.

Develops and administers social services agency funding processes in coordination with Community Services Advisory Commission and Children's Services Board. Serves as technical advisor to the County Commission and the manager of the Children's Services Board.

Advises and confers with State legislators and the County Commission concerning human services policies and issues.

Negotiates and administers contracts, administers projects, engages in strategic planning and research, administers budget, monitors expenditures, reviews reports and invoices, administers Department evaluation processes; monitors contracts for compliance with established performance targets and develops process in the event of non-compliance.

Prepares and administers grants; assures maintenance of records and documentation of all programs and services.

Participates in coalitions, task forces, and other community groups and maintains effective working relationships with other County Departments, employees and the general public.

Performs related duties as needed or assigned.

**KNOWLEDGE AND SKILL:**

1. Thorough knowledge of theories, methods, and practices related to the effective provision of a variety of community and social services. Extensive knowledge of the local social service community and leaders.
2. Comprehensive knowledge of County, state and federal statutes, codes and regulations related to social service delivery.
3. Ability to develop and utilize metrics to measure and demonstrate the effectiveness of fund investments.
4. Skilled in the ability to raise public awareness about the positive impacts of fund related programs and efforts.
5. Ability to plan, organize, coordinate and evaluate community service programs.
6. Thorough knowledge of the needs and problems of socially disadvantaged people.
7. Demonstrated leadership skill and involvement in local collaborative efforts on health and human services.
8. Skilled in the analysis of problems and able to evaluate and improve the efficiency and effectiveness of department resource utilization.
9. Thorough knowledge of grant preparation and administration and contract administration.
10. Ability to successfully direct and evaluate subordinate personnel.
11. Ability to communicate effectively, both orally and in writing. Ability to prepare and present program budgets, written reports and recommendations. Ability to speak publicly on issues related to the Department, the County, and issues affecting Boone County residents.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. Must be able to navigate commonplace obstacles in the community such as stairways and rough terrain. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Public Administration, Business Administration, Organizational Leadership, Social Work, or related field and five years of progressively responsible professional experience in community services or related field; or any equivalent combination of education and experience that provides the requisite knowledge, skills, and abilities.

**PREFERRED QUALIFICATIONS:**

Master's degree in Public Administration, Business Administration, Social Work, Organizational Leadership or related fields.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*