



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Director, Community Services</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Commission</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>07/13</u>
<b>DEPARTMENT:</b> <u>Community Services</u>	<b>JOB CODE:</b> <u>100</u>	

### **DEFINITIONS:**

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.

Coordinates Department activities and services with other public and/or private organizations and 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 plan, organize, coordinate and evaluate community service programs. Thorough knowledge of the needs and problems of socially disadvantaged people. Demonstrated leadership in local collaborative efforts on health and human services.
4. Skilled in the analysis of problems and able to evaluate and improve the efficiency and effectiveness of department resource utilization.
5. Thorough knowledge of grant preparation and administration and contract administration.
6. Ability to successfully direct and evaluate subordinate personnel.
7. Ability to communicate effectively, both orally and in writing. Ability to prepare and present program budgets, written reports and recommendations.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Social Services, Public Administration 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.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)