

DEPUTY DIRECTOR - COMMUNITY ACTION

DEFINITION

To plan, supervise and review the activities and operations of the Community Action Division of the Human Resource Agency; to provide highly responsible and complex administrative support to the Human Resources Agency Director.

DISTINGUISHING CHARACTERISTICS

This is a single position class. The predominant focus of the position is to manage, plan and coordinate the operations and activities of the Community Action Division within the Human Resource Agency. The incumbent exercises discretion in applying general goal and policy statements and in resolving organizational and service delivery problems. Deputy Director Community Action is distinguished from the Chief Deputy Director class in that the latter acts as Human Resource Agency Director in the Director's absence and reports to the Board of Supervisors on matters involving mandated Social Welfare Programs. The incumbent develops and implements division and agency goals, objectives, policies and priorities, and ensures that assigned activities are completed in a timely and efficient manner consistent with defined policies and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Human Resource Agency Director; exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Develops, plans and implements goals and objectives for division programs; recommends and administers division policies and procedures.

Coordinates division activities with those of other divisions, departments and outside agencies and organizations.

Directs, oversees and participates in the development of the division's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Supervises and participates in the development and administration of the division budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Deputy Director-Community Action
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07

Authorizes payroll and claims for payments, transfers and appropriation forms.

Selects, trains, motivates and evaluates the work of department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.

Reviews and directs management in the implementation of all state laws and regulations affecting division programs; initiates and recommends procedures, guidelines and operating standards to meet state mandates and directives.

Ensures proper administrative and fiscal management of the HRA trust fund and CAD trust fund. Oversees the management of contracts; preparation and management of budgets; development of allocation plans, and the preparation and submittal of required reports and records.

Oversees the development and management of subcontracts and contracts.

Ensures all program operations are managed properly and are in compliance with all federal, state and local laws, regulations, and funding guidelines.

Participates in public hearings for grant compliance.

Develops and maintains program resources and partnerships.

Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.

Responds to requests for information and comments from the media in the Director's absence.

Participates on a variety of boards and commissions; attends and participates in professional groups and committees.

Performs general administrative work as necessary, including preparing reports and correspondence, conducting and attending meetings, reviewing and distributing correspondence, copying and filing documents, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and local laws, codes and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of financial record-keeping and reporting.

Modern and complex principles and practices of social services program development and administration.

Recent developments, current literature and sources of information regarding social services.

Principles and practices of grants administration.

English usage, spelling, grammar and punctuation; basic mathematics.

Modern office practices and technology.

Ability to:

Understand, interpret and apply pertinent laws, codes and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Effectively administer a variety of social service activities.

Identify and respond to public and Board of Supervisors' issues and concerns.

Select, supervise, train and evaluate staff.

Prepare and administer a budget.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Gain cooperation through discussion and persuasion.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in social services and grants administration work, including three years in an administrative or supervisory capacity.

Training:

Bachelor's degree with major course work in social services, public administration, business or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	0466976
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"