

## HUMAN RESOURCE AGENCY DIRECTOR

### DEFINITION

The Human Resource Agency Director plans, directs, and reviews the activities and operations of the Human Resource Agency and its subordinate divisions, the Social Services Division, the Community Actions Division, and the Employment Services Division. Coordinates the activities of the Agency with other County departments and outside agencies. Provide highly responsible and complex administrative support to the Board of Supervisors. Serves as the County Director of Social Services pursuant to Welfare and Institutions Code § 10059.

### SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction from the Board of Supervisors.

Exercise direct supervision over assigned professional, technical, maintenance and clerical staff.

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

Develop, plans, and implements Agency goals and objectives; recommend and administers policies and procedures.

Coordinate Agency activities with those of other departments and outside agencies and organizations; provides staff assistance to the Board of Supervisors; prepares and presents staff reports and other necessary correspondence.

Direct, oversee, and participate in the development of the Agency's work plan; assigns work activities, projects and programs; monitors work flow; review and evaluates work products, methods and procedures.

Supervise and participate in the development and administration of the Human Resource Agency coordinated budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approves expenditures; implements mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Participate on a variety of boards and commissions; attend and participate in professional groups and committees.

Oversee low income housing weatherization and rehabilitation programs.

Oversee the Job Training Program for the County including training for low income residence and students.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Direct staff responsible for preparation and administration of Federal and state grants and loans; confer with federal, state and local agencies to ensure compliance with applicable rules and regulations.

Direct staff to submit bid documents for low income housing weatherization projects.

Develop community resources and act as a liaison between the Human Resource Agency, Board of Supervisors and governmental agencies.

Review State mandates and directives; initiate and establish procedures, guidelines and operating standards for to meet these mandates and directives.

Oversee the preparation of monthly and quarterly claims, financial and statistical reports.

Oversee case load assignments; review and approve Agency claims.

Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

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

Modern and complex principles and practices of social services program development and administration, job development and training, housing weatherization, and Community Develop Block Grant program development and administration.

Methods, material and techniques employed in housing weatherization and rehabilitation.

Principles and practices of case management.

Recent developments, current literature and sources of information regarding social services, job development and training, housing weatherization and grants.

Principle and practices in grant administration.

Pertinent Federal, State and local laws, codes and regulations.

Principle and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

#### **Ability to:**

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

Effectively administer a variety of low income community services activities including housing weatherization and rehabilitation, job development and training.

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

Gain cooperation through discussion and persuasion.

Prepare and administer a budget.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Select, supervise, train and evaluate assigned staff.

Establish and maintain cooperative working relationships with those contacted during work.

Communicate clearly and concisely, both orally and in writing.

**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 accounting/budgeting, job training and/or housing program experience, and/or eight years of increasingly responsible experience in Social Services work; plus three years of administrative and supervisory responsibility.

**Training:**

A Bachelor's Degree or equivalent from an accredited college or university with major course work in social service, business or public administration or a related field.

Classification Code:	0486995
Bargaining Unit:	04
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"