

Health and Human Services Director

Dept/Div: *HHS*

FLSA Status: *Exempt*

General Definition of Work

Performs complex professional work planning, directing, supervising and coordinating social services and public health programs, services and staff, preparing and administering agency budget, developing and managing policies and procedures, interpreting laws and regulations, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Departmental supervision is exercised over Social Services Supervisors, Financial Assistance Supervisor II, Community Health Services Administrator, Public Health Supervisor and Office Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Manages and evaluates department services (adult and child protection, adult and children's mental health services, child and adult licensing, child support, income eligibility programs and public health programs) ensuring program compliance with state and federal law and taking corrective action when not in compliance.
- Develops and monitors agency budget with input from supervisors and other department heads.
- Trains, supervises and consults with unit supervisors.
- Recommends new hires, promotions and disciplinary action.
- Recommends actions to County Administrator and County Board specific to items in the Department.

Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and methods of administration, including planning, directing and personnel and fiscal management; comprehensive knowledge of human behavior essential to working effectively with individuals and groups; comprehensive knowledge of current social, economic, legal and health problems; comprehensive knowledge of public welfare policies and programs, staff of professional and nonprofessional employees; ability to plan and execute effective in-service training and staff development programs; ability to express complex ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with officials, associates, community agencies, various community officials and the public.

Education and Experience

Bachelor's degree with coursework in social work, public health, psychology, nursing, or related field and considerable experience with five years of supervisory experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, reaching with hands and arms, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

- HIPAA
- Data Practices
- Valid driver's license.