

Clark County Wisconsin Position Description



Job Title: Director of Human Services
Department: Human Services
Reports To: Human Services Committee
Pay Schedule:
FLSA Status: Exempt
EEOC Job Code: 5604
EEOC Function: 3

Purpose of Position:

The Director of Human Services is responsible for the professional and administrative oversight of all activities and programs of Clark County's Human Services Department. This position involves responsibility for planning, organizing, managing, and implementing a broad range of human service programs by implementing and developing programs according to applicable County, State, and Federal mandates and standards.

Minimum Training and Experience Required to Perform Essential Job Functions

A Master's degree in the field of Social Services, Human Services, Public Administration, or related field; extensive experience in progressively responsible and relevant positions; or equivalent combination of education and experience required. Applicant must hold a valid driver's license. Applicant must successfully complete a Criminal and Caregiver Background Check.

Essential Duties and Responsibilities

- Oversee and administer department personnel functions according to policy, including decisions for hiring, job function, and delegation of duties.
- Manage, supervise, and direct the personnel of the Department, in compliance with Clark County's Personnel Policies, and other laws and regulations.
- Provide direction and supervision of the leadership team.
- Evaluate staff performance and any disciplinary actions.
- Provide administrative leadership for departmental activities, including program and policy development, grant writing and development, and program implementation and evaluation.
- Evaluate programs and services. Recommend program changes, elimination, or expansion within statutory and fiscal limitations.
- Evaluate, interpret, and disseminate current information on federal and state programs, requirements, or proposed legislation to determine the impact on the County, developing response plans as needed.
- Develop and present Budget proposals for the Human Services Committee, Financial Committee, and County Board. Monitor budget progress throughout the fiscal year and submit periodic reports on budget activities.
- Develop and implement contracts for services to ensure the most effective use of available funding sources.
- Oversee fiscal management and planning, including allocating resources and personnel and ensuring compliance of applicable requirements.
- Serve as an advocate and liaison for the Clark County Department of Human Services with Federal,

State, County, and local agencies, assuring collaboration to provide client services both locally and regionally. Maintain positive work relationships.

- Prepare reports as required for Department of Health Services, Department of Children and Families, County Board of Supervisors, Human Services Committee, and other appropriate entities.
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OTHER SKILLS AND ABILITIES

Thorough Knowledge of the Principles and Practices of Social Services/Human Service Programs

- Knowledge of state and federal human services programs and requirements.
- Knowledge of human services needs assessment methodologies and program development.
- Thorough knowledge of legal requirements for Human Services programs, including client rights, confidentiality, and non-discrimination.
- Knowledge of principles of human growth and development, psychology, and system theory.

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, camera, etc.
- Must be proficient in Microsoft Office programs and ability to use the Outlook, Word, and Excel functions, with the ability to develop and expand detailed and complicated word processing techniques and programs.

Mathematical Ability

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Principles and methods of government management, budgeting, and financial budgeting.

Language Ability & Interpersonal Communication Skills

- Ability to communicate effectively with staff, community partners, and the general public in written and verbal form.
- Ability to read and interpret documents such as statutes, policies, and contracts.
- Ability to write routine reports and correspondence.
- Knowledge and training of social and economic problems and their effects on individuals and families.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to find solutions to challenging problems involving several concrete variables in standardized situations.
- Build and lead high-performance teams.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to interact positively with the public and others.
- Work collaboratively with various staff, groups, departments, and stakeholders.

CONDITIONS OF EMPLOYMENT

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty 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.

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
LIFT/CARRY				
1 – 10 lbs.		X		
11 – 20 lbs.		X		
21 – 50 lbs.	X			
51 – 75 lbs.	X			
76 – 100 lbs.	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
PUSH/PULL				
1 – 10 lbs.		X		
11 – 20 lbs.		X		
21 – 50 lbs.		X		
51 – 75 lbs.	X			
76 – 100 lbs.	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
MOVEMENT				
Bend/Stoop/Twist		X		
Crouch/Squat		X		
Kneel/Crawl		X		
Reach above shoulders		X		
Reach below shoulders			X	
Repetitive Arm Use			X	
Repetitive Wrist Use			X	
Repetitive Hand Use			X	
Grasping		X		
Squeezing		X		
Climb Stairs/Ladder		X		
Uneven Walking Surface		X		
Even Walking Surface		X		

VISION REQUIREMENTS	
Depth Perception	X
Less than 20 inches	X
Color Vision	X
Peripheral Vision	X

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
EQUIPMENT USE & OPERATION				
Motor Vehicles		X		
Operate Foot Pedals		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Height	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
ENVIRONMENT				
Indoors				X
Outdoors		X		
Extreme Heat	X			
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)				

ENDURANCE		
Task	Hours at one time	Total Hours in 8 Hr Day
Sit	3-4	6-8
Stand	0-1	1-2
Walk	0-1	1-2

ADDITIONAL CONSIDERATIONS (Including clarification of any of the above)
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Clark County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below, I certify that I have read the above information and am able to perform the essential job functions as it pertains to this position.

Employee's Signature

Supervisor's Signature

Date

Date