

DIRECTOR, HUMAN SERVICES

Job Code	Pay Grade
18199	SM1

Nature of Work

This is highly responsible administrative and professional social welfare and medical work in formulating and directing county social and medical services. The employee in this class is responsible to the County Administrator for the technical and administrative supervision and coordination of all departmental programs, as well as all medical facilities under county control and management; for the development of overall administrative policies and procedures relative to departmental operations; for initiating new services; for developing inter-agency working agreements with other social and medical agencies; for interpreting social and medical functions and for recommending desirable changes in policies and laws in order to more adequately meet the needs of the community. Work involves the interpretation of laws, rules, regulations and policies governing the administration of social and medical programs and the application of professional and administrative skills to a wide variety of operational problems, including planning, justifying, and directing the expenditure of allocated funds.

Minimum Qualification Requirements

- Bachelor's Degree in human services, social work, psychology, business administration, public administration, or closely related field and 6 years of professional experience in human services or non-profit services related to families and children that includes 3 years as a supervisor or manager; or
- Master's Degree and 4 years experience as described above; or
- An equivalent combination of education, training and/or experience may be considered.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Directs and coordinates the planning, developing and evaluation of all social welfare, medical, and community development programs.
- Prepares financial budgetary requests factually and statistically documented relative to present and proposed programs.
- Formulates and recommends policies and procedures concerning total social and medical responsibilities which are then communicated through written operational manuals and memoranda.
- Consults periodically with County Administrator as to social and medical problems and progress.
- Holds periodic and special conferences with supervisors and staff.
- Maintains contacts with national, state and local organizations and agencies concerned with social welfare and medical services and advises them relative to the county's status and provisions.
- Interprets the social welfare and medical programs to the community and participates in community planning in the health, education and welfare field.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the federal, state and local regulations pertaining to public welfare, hospital, nursing-convalescent home and related disciplines of operation and management.
- Knowledge of the principles and practices of institutional management and the techniques of organization and program planning.
- Knowledge of the principles and practices of general accounting and office administration.

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Knowledge, Skills, and Abilities (continued)

- Knowledge of recent developments, current literature and sources of information in public welfare, hospital, nursing home and institutional administration.
- Knowledge of the principles of public administration.
- Ability to apply computer applications and software.
- Ability to plan, develop and coordinate complex and interrelating working procedures into a comprehensive social and medical services program.
- Ability to exercise good judgment in analyzing situations and in making decisions.
- Ability to affect a diversified program of rehabilitative patient and client care.
- Ability to address an audience effectively and to present comments and opinions clearly and concisely, both orally and in writing.
- Ability to develop and maintain successful working relations with the social welfare and medical professions, community organizations, staff personnel and the public.

For official use only

Revised	EEOC Code	Overtime Code
5/08	Officials & Managers	Exempt