ROCK COUNTY invites applications for the position of:

Human Services Director

An Equal Opportunity Employer

SALARY

Hourly

$50.64 - $61.59

OPENING DATE: 03/10/16

CLOSING DATE: 04/08/16 05:00 PM

POSITION SUMMARY AND JOB DUTIES:

This is a high-level administrative position responsible for the overall management and supervision of Human Services Department programs, services, personnel, and budget. This position exercises considerable independent judgment in decision making, assures that programs are operating effectively, and recommends improvements as necessary.

Administration and Supervision of Human Services Department Programs and Services
1. Administers, supervises and directs the activities of the Human Services Department.
   Establishes short and long-term priorities and objectives.
2. Assures that all state and federal reports are submitted, in a timely manner, according to determined guidelines.
3. Conducts agency staff meetings and other forms of intra-departmental communication necessary to keep all staff informed. Coordinates activities of the management team within the Department through conducting regular meetings and providing other ways of communication to keep management staff informed.
4. Executes policies and procedures formulated in conjunction with the Board and in accordance with federal and state policies, regulations, and laws.
5. Studies, evaluates, and recommends improvements in providing efficient delivery of program services.
6. Leads the development and implementation of strategic planning for the department.
7. Researches, monitors, and understands federal and state administrative rules, policies, and legislative proposals for their effect on the department's services.
8. Monitors department-wide operations to ensure conformance with applicable Federal, State and local regulations, laws, and rules.

Personnel and Financial Management
1. Maintains positive communication with staff groups, including through labor/management meetings and other meetings and communications as needed.
2. Hires, supervises, trains, motivates, evaluates, disciplines, and schedules work for
departmental personnel and activities within the department.
3. Prepares an annual budget for the Board’s approval. Monitors
departmental expenditures and revenue and prepares necessary budget
reports for the Board to track budgeting compliance and fiscal performance
and program outcomes.

Communication and Relationship Management
1. Prepares agenda and materials for the Human Services Board meetings
   and other board
   meetings as necessary in a timely manner.
2. Prepares materials as needed to keep the Human Services Board, County
   Board, and County administration informed of the department’s activities.
   Prepares annual report of programs.
3. Consults with various service providers, consumer agencies, and citizens
   for development, maintenance, and improvement of programs.
4. Confers with colleagues in other County departments, the State, and
   organizations
   outside of the County to maximize cooperation in areas of joint
   involvement and to create partnerships among county departments, clients,
   families, staff, the State, and other public and private sector resources.

Other Duties as Assigned

SUCCESS FACTORS (KSA’S):

1. Considerable knowledge of modern management techniques and
   organization, particularly as applicable to
governmental operations.
2. Considerable knowledge of Federal, State, and local regulations
governing human services programs.
3. Considerable knowledge of funding resources and fiscal management.
4. Ability to communicate and relate effectively with employees,
governmental bodies, advocacy groups, state
   and federal officials.
5. Ability to analyze fiscal reports and studies and take corrective measures
   when necessary.
6. Considerable knowledge of community resources and resources
   development.
7. Ability to plan, organize, manage, supervise, and coordinate a variety of
   service delivery programs.
8. Ability to supervise, train, motivate, and discipline subordinate personnel.
9. Ability to establish and maintain effective working relationships.
10. Ability to communicate effectively both orally and in writing.
11. Command of principles of the various professional and clinical disciplines
    working in human services.
12. Ability to exercise sound judgment in sensitive and confidential
    circumstances.
13. Ability to utilize appropriate methods for interacting effectively and
    professionally with persons of all ages and with diverse backgrounds,
    including cultural, socioeconomic, educational, racial and ethnic, sexual
    orientations, lifestyles, and physical abilities.
14. Ability to effectively manage employee job performance while setting
    clear and measurable performance goals and objectives.
15. Uses technology to enhance job performance, keeps up-to-date with the
    latest technology, and adapts well to changes in technology.
Job Bulletin

1. Graduation from an accredited college or university with a Master's Degree related to the requirements of the position, such as Public Administration, Social Work, or related fields involving administration.
2. Minimum of five (5) years of experience required with progressively responsible administrative duties in human services programs.
3. Acceptable combinations of education and experience may be substituted as equivalents.

Physical elements:
- Ability to stand, walk and sit
- Ability to exert up to 20 lbs of force occasionally or up to 10 lbs of force frequently

Equipment use:
- Ability to use computer and computer keyboard
- Ability to use Microsoft Office Suite
- Ability to navigate complex electronic information systems

Working conditions:
- Ability to work non-traditional hours and be on-call after hours
- Almost all indoor work
- A valid driver's license to get between various county buildings and attend meetings as required
- Potential exposure to physically and/or verbally abusive clients

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://agency.governmentjobs.com/rock/default.cfm

OUR OFFICE IS LOCATED AT:
51 S. Main Street
Janesville, WI 53545
(608) 757-5523
(608) 757-5520
humanresources@co.rock.wi.us

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http://agency.governmentjobs.com/rock/job_bulletin.cfm?JobID=1380385

3/10/2016