

Job Title: Director Human Services

Department: Human Services

Immediate Supervisor: County Judge

BRIEF DESCRIPTION OF THE JOB: Responsible for the overall administration of the Human Services Department and Help Centers services and programs. Ensures that services and programs are provided in an efficient manner and that goals are met.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of Time

Physical
Strength
Code

1) Performs administrative duties by preparing and submitting the annual budget, identifying funding sources, preparing grant proposals and various reports, procuring office equipment, setting policies and procedures, establishing goals for the department and coordinating Help Center services with community programs.	35%	S
2) Coordinates services and programs with other organizations and agencies by identifying needs and gaps in services, leading organizations in a collaborative effort to address and resolve community issues, coordinating educational opportunities, initiating new services and programs, participating in community boards and committees, performing public relations functions and developing partnerships with other agencies.	30%	L
3) Supervises staff by performing hiring and disciplinary functions, providing training, direction and support for staff, maintaining personnel records and ensuring policies and procedures are followed.	20%	S
4) Provides customer assistance by interviewing and screening applicants, determining needs and eligibility of customer for services, providing case work and providing short term counseling.	15%	S
<p><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</p>		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

Sedentary Light Medium Heavy Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	Making presentations
Sitting	F	Desk work, driving, meetings
Walking	F	To other offices and departments
Lifting	R	Files and supplies
Carrying	F	Records and supplies
Pulling	R	File drawers
Pushing	R	File drawers
Using Fine Dexterity	F	Computer keyboard
Reaching	O	For files and supplies
Kneeling	N	
Crawling	N	
Twisting	N	
Climbing	R	Stairs
Balancing	N	
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Using Foot Controls	F	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, telephone, calculator, fax machine, copier

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	D
Physical Danger or Abuse	D	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other:	

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	C	Noisy/Distracting Environment	F

JOB REQUIREMENTS

Formal Education:

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

Experience:

Over three years up to and including four years of experience is required.

Certifications and Other Requirements:

Information and Referral Certification

Valid Texas Class C Driver's License

Supervisory:

Work requires supervising and monitoring work performance through the assistance of other supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.