

Sierra County Job Classification

Class Title: Director of Health and Social Services

Status: At-Will Employment and Exempt

DEFINITION

The Director is responsible for the management and administration of Department of Health and Social Services. Responsibilities include the management and operations of the social services (including APS, CPS and IHSS programs) and all welfare and assistance programs provided by County through the Health Social Services Agency. The Director also oversees the environmental health and associated regulatory functions undertaken by the County. The Director is responsible for day to day operations, supervision and administration, including budget development and personnel recruitment, information technology systems, and asset management. The Director supervises the work of professional and administrative staff assigned to the respective program areas and activities in order to ensure compliance with all applicable local, state, and federal laws and regulations pertaining to public health, social service, welfare programs and environmental health matters.

DISTINGUISHING CHARACTERISTICS

This is the top management level position within the Health and Social Services requires knowledge of: (1) the principles and methods of management necessary to plan, analyze, develop, evaluate, and direct the diverse and complex activities of the Health and Social Services Agency; (2) the principles and legal requirements for public contracting, personnel management, budget preparation, fiscal analysis, and program management; (3) federal, state, and local laws and regulations governing the operations of health and social services programs and funding mechanisms; (4) fundamentals of program requirements and strategies and implementation measures that have been proven successful in implementing public health, social service and welfare programs; (5) modern office practices and equipment.

In addition the Director shall have the ability to (1) administer and supervise county-wide, diverse and complex programs; (2) use independent judgment and discretion in supervising various programs and to make sound decisions in daily operations; the ability to effectively read and interpret complex materials pertaining to the state and federal laws and regulations relating to the programs provided by the Agency; (3) to communicate effectively in written and oral forms; (4) to effectively administer budgets; (5) develop and subject to approval by the Board of Supervisors,

(6) manage and supervise department staff including hiring, discipline, and all aspects of personnel within the combined departments; (7) Work closely with the Board of Supervisors, other County officials and staff in other departments, and with the local schools, local courts and with local non-profit agencies.

REPORTS TO: County Board of Supervisors

CLASSIFICATIONS SUPERVISED: Directly or through subordinates, supervises all Department staff including Social Workers, Integrated Case Workers, Public Health Nurse, Environmental Health and Accounting Supervisor.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

- Provides leadership with a positive presence, demonstrates initiative and sound judgement, treats people with respect and is open and approachable.
- A history of successfully leading organizations through challenge and change.
- Assesses administrative and program needs and plans and oversees the implementation and administration of the programs to provide services to meet those needs.
- Implements the department operating policies and establishes procedures, and ensures compliance with all applicable federal, state and local laws and regulations.
- Supervises, trains, coordinates and evaluates the performance of personnel and as Appointing Authority is responsible for hiring, disciplinary action and dismissal of all personnel.
- An understanding of succession planning and staff development.
- Develops, implements and evaluates long-range management strategies and service objectives.
- Coordinates the department's activities with related federal, state, and local agencies to maximize revenue and eliminate duplication of services.
- Develops, implements, and monitors the Agency annual plans, cost reports, fiscal claims, and budgets necessary for operations.
- Represents the Agency at appropriate state and federal conferences and meetings related to the agency.
- Maintains communication with other County officials regarding ongoing issues.
- Evaluates the need for and oversees the purchase of equipment materials, and supplies in compliance with all legal purchasing provisions.
- Prepares administrative, fiscal, and technical reports as required, and makes presentations to the Board of Supervisors, and to other County officials or entities as may be required.
- Receives and responds to inquiries, concerns, and complaints regarding programs or administrative service.
- Serves on various committees, boards, and councils as appropriate as designated by the Board of Supervisors.
- Acts as a resource for other Department Directors and their staffs on County issues.
- Promotes a culture within Sierra County Health and Social Services that reflects the commitment to high quality and accessibility, and incorporates a focus upon operational efficiency and economy.

- Designs and implements operational efficiencies across the program areas within the Agency.
- Assures the County is receiving all funds to which it is entitled via federal, state, and local sources and that systems and procedures are in place to collect billings in a timely fashion.
- Assists in the solicitation of grant funds as may be directed by the Board of Supervisors.
- Responds to calls for CPS and APS call outs when necessary in the absence of other available staff.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to exert some physical effort such as walking, standing, and light lifting, sufficient dexterity in the use of fingers, limbs, and body in order to meet the ADA requirements for this position. Requires the ability to maintain effective audio-visual discrimination and perception as required for making observations and communicating with others.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; Continuous contact with the public and other staff; Travel by car to meetings or trainings.

DESIRABLE QUALIFICATIONS

The successful candidate shall meet the following related education and experience in Social Work, Social Science, Public Health Administration, or closely related field as follows:

Education:

- A Bachelor degree in related field (required)
- A Master's degree is highly desirable

Experience

- Five years of progressively responsible management experience in a public or non-profit agency providing health and social services
- Significant supervisory responsibility over professional staff
- Substantial relevant work experience with progressive advancement

Special Skills (preferred)

- Knowledge of principles and methods of management necessary to plan, analyze, develop, evaluate and direct the diverse and complex activities of the Agency.
- Knowledge of the principles and practices of contract administration, personnel management, budget preparation, fiscal analysis and program management.

- Knowledge of grant preparation and grant administration.
- Knowledge of federal and state local laws and regulations governing the operation of programs and funding mechanisms.
- Knowledge of modern office practices and equipment.
- Ability to direct County-wide, diverse and complex human service programs
- Ability to direct and supervise a diverse group of professionals to use independent judgment and discretion in supervising various programs.
- Ability to make sound educated decisions.
- Ability to maintain significant flexibility in daily operations and decision making
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Ability to communicate effectively in written and oral form and to speak effectively in public.
- Ability to assemble and analyze information and prepare written reports and records in a clear and concise manner.
- Ability to maintain effective working relationships with those contacted on the job.
- Ability to react calmly and professionally in emergency or stressful situations which representing the agency as the Public Information Officer in the event of a Public Health disaster.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license at the time of application and maintained throughout employment is a requirement for hiring and retention.

Within six months of the date of hire, the Director will be required to live in the County or within one hour response time to the Loyalton or Downieville offices in order to be able to provide crisis services if needed.

Received and filed by


County Clerk

1/18/17
Date