

POSITION: Human Services Coordinator
GRADE: 12N
CODE:

FLSA: Exempt
DATE: 1/99

Job summary: Plans, supervises, directs, and evaluates human services programs funded and/or administered by the County; performs other duties as assigned.

Essential Functions:

1. Serves as administrator for County human services programs;
 2. Plans, supervises, directs, coordinates, monitors, evaluates, and reviews human services programs funded and/or administered by the County, including but not limited to the domestic violence program, the HELP Center, the Federal Surplus Food Program, and others;
 3. Supervises staff assigned to these programs;
 4. Serves as liaison between the County and a variety of public and private organizations;
 5. Researches grants and prepares written grant applications;
 6. Provides written procedures and guidelines to agencies and organizations requesting County human services support;
 7. Prepares and manages budget for all programs;
 8. Participates in community public relations and education activities;
 9. Perform other duties as instructed and assigned.
-

Required Knowledge, Skills, and Abilities:

1. Thorough knowledge of County administered and/or funded human services programs, their missions, operations, and activities;
 2. Ability to develop, plan, and implement human services programs;
 3. Ability to supervise and evaluate the work of others;
 4. Ability to develop and manage budgets;
 5. Knowledge of the community, civic, professional, fraternal, and social organizations and other resources available to facilitate program goals;
 6. Ability to establish and maintain effective working relationships with various volunteer and civic organizations, and government units;
 7. Ability to communicate effectively both orally and in writing;
-

Education and Experience:

1. Bachelor's Degree in public administration or a related field;
2. Five or more years experience in public budget or public personnel administration, management analysis, program planning, or a related field, with three or more years experience in a human services program;
3. Or equivalent technical training, education, and experience;
4. Valid driver's license;
5. Master's degree in public administration, social work, business administration, or behavioral science preferred.

Physical and Environmental Conditions: Work requires no unusual demand for physical effort.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.