

**COUNTY OF COLUSA  
DIRECTOR OF HEALTH & HUMAN SERVICES**

**Salary Range: DH 38**

**FLSA Status: Exempt**

**Date Approved: February 1, 2011**

***Disclaimer:** Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.*

**POSITION PURPOSE:**

Plans, directs, and administers the overall management and operations of the Agency including the enforcement of federal, state, and local laws; collaborates in the coordination of activities of the Agency with other County departments and outside agencies; provides highly responsible and complex administrative support to the Board of Supervisors.

**SUPERVISION RECEIVED:**

Receives administrative direction from the Board of Supervisors.

**SUPERVISION EXERCISED:**

Exercises direct supervision over assigned management, technical, and clerical staff.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**A. Held in Common:**

1. Supports the Mission of the County and its elected and appointed officials.  
Exhibits the duty of loyalty to an employer's representatives.
2. Provides courteous and timely service to the public as the ultimate employer.
3. Works cooperatively with other county employees.

**B. Essential Job Specific Duties:**

1. Develops, plans, and implements Agency goals, objectives, policies and procedures; establishes appropriate service and staffing levels; allocates resources accordingly.
2. Reviews state mandates and directives, initiates and establishes procedures, guidelines, and operating standards to meet mandates and directives.

3. Supervises and participates in the development and administration of the Health and Human Services Agency's coordinated budgets; directs the forecast of additional funds; monitors and approves expenditures; implements mid-year adjustments.
4. Selects, trains, supervises, motivates, and evaluates personnel, provides coordinated staff training; meets with employees to correct deficiencies.
5. Coordinates Agency activities with those of other departments and outside agencies and organizations; provides staff assistance to the Board of Supervisors; prepares and presents staff reports and other necessary correspondence.

**C. Other Job Specific Duties**

1. Develops community resources and acts as a liaison between the Health and Human Services Agency, Board of Supervisors, and governmental agencies.
2. Participates with community groups to identify trends and needs for Agency's programs and services.
3. Directs, oversees, and participates in the development of the Agency's work plan, projects, and programs.
4. Participates on a variety of boards and commissions; attends and participates in professional groups and committees.
5. Serves as liaison with state and federal officials, law enforcement, media, client's right advocates, business community, and the public on all issues related to health and human services.
6. Investigates, analyzes, resolves difficult and sensitive citizen inquiries and complaints.
7. Performs related duties as required.

**REPRESENTATIVE COMPETENCIES AND QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**Knowledge of:**

Public health issues, services, regulations, laws, and practices.

Environmental health issues, services, regulations, laws, and practices.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of Health and Social Services program development and administration.

Recent developments, current literature and sources of information regarding Health and Social Services.

Principles and practices of organization, administration and personnel management.  
Principles and practices of supervision, training and performance evaluation.  
Principles and practices of budget preparation and grant administration.  
Principles and practices of case management.  
Federal, state, and local codes and regulations.  
Modern office procedures and equipment including computers.  
Word processing and other related software applications.

**Ability to:**

Effectively administer a variety of Health and Social Service programs and activities.  
Identify and respond to public and Board of Supervisors issues and concerns.  
Develop, interpret, and analyze complex fiscal and statistical data.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Interpret and apply federal, state, and local policies, procedures, laws and regulations.  
Prepare and administer a budget.  
Prepare reports.  
Prepare grant proposals.  
Select, supervise, train, and evaluate assigned staff.  
Gain cooperation through discussion and persuasion.  
Communicate effectively verbally and in writing.  
Work with accuracy and attention to detail.  
Operate and use modern office equipment.  
Effectively organize and prioritize assigned work.  
Establish and maintain effective working relationships with other people.

**EDUCATION AND EXPERIENCE:**

*The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.*

- Bachelors degree with major course work in social service, business or public administration or a related field.
- Five (5) years of increasingly responsible accounting, budgeting, job training and/or health program experience;  
three (3) years of administrative and supervisory responsibility.

**WORKING CONDITIONS:**

*The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.*

- *Work is primarily performed indoors.*
- *Noise level is quiet to moderately quiet.*
- *Hazards are minimal.*

**ESSENTIAL PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

- *Sit for extended periods of time.*
- *Stand, walk, and bend.*
- *Hear and speak both in person and on the telephone.*
- *Use hands and fingers to operate office equipment.*
- *See well enough to read documents and operate office equipment.*
- *Lift and move up to 25 pounds.*