

Class Title	Community Services Manager
Position Number	333
Department	Community Services
Division	
Supervised By	County Administrator

Nature of Work:

This is advanced professional and managerial work.

Responsible for planning, organizing, and directing a staff of managerial employees engaged in the provision of services to citizens. Work is performed under the executive direction of the County Administrator.

Primary Duties:

- Provides leadership in the development and implementation of the Department's goals and objectives and ensures that they are in alignment with the County's mission, strategic direction and pathways, and values.
- Provides guidance and supervision to Division Directors. Provides consultation on difficult problems and makes decisions as required.
- Provides support and implementation of emergency operations plans.
- Analyzes County human services needs and makes recommendation to meet gaps in services and eliminates duplication in services.
- Represents the Department and the County in community organizations and coordinates community resources.
- Evaluates departmental workload and performance; determines staff and facility requirements; prepares and presents budget requests and supervises adherence to budget and work plans.
- Participates in a variety of committees and task forces.
- Promotes and ensures proper employee training and compliance with County safety program and department safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.
- Performs related work as required.

Job Preparation Needed:

- Extensive knowledge of Federal, State and local laws, regulations, and standards controlling programs.
- Thorough knowledge of management principles and supervisory practices.
- Ability to evaluate program needs and methods and to adapt management and technical practices to such needs.
- Ability to interpret and apply laws, policies, and regulations related to the delivery of community services, including policies relating to personnel delivering the services.
- Ability to establish and maintain effective working relationships with staff, elected officials, other officials in the community, nonprofit organizations, and the public.
- Ability to supervise a large and diversified staff.
- Ability to make effective presentations.
- Ability to communicate effectively, both orally and in writing.

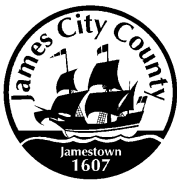
Post Offer Requirements:

- Bachelor's Degree from an accredited college or university in Public or Business Administration or related field; Master's Degree in related field preferred; extensive management experience in the human services field, preferably in local government, which shall have included extensive supervisory experience; or any equivalent combination of education and experience which provide the required knowledge, skills, and abilities.

Introductory Period:

Job Locations and Conditions:

- Duties are performed primarily in an office setting. Operates standard office equipment to include computer keyboard, telephone, calculator, copy machine, etc. Requires driving County or personal car to meetings and other departmental office locations



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General Aptitudes and Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Mental Abilities:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

Verbal Abilities:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

Numerical:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

Spatial Abilities:

- Not essential to job.

Manual Dexterity:

- Must have ability to use telephone, use radio/console, use calculator, use copy machines, use fax machine, use hand tools, and manipulate computer keyboard and mouse.

Finger Dexterity:

- Not essential to job.

Physical Demands:

- Strength: Must have ability to occasionally lift, push/pull 5-10 lbs and occasionally hold/carry 5 lbs.
- Climbing: Not essential to job.
- Standing, sitting, walking, running: Must have ability to: continuously (0-1 hours/day) stand, continuously (0-1 hours/day) walk, continuously (5-7 hours/day) sit. Running is not an essential function of this job. Must be able to walk over flat terrain.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 0-5 times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 0-5 times per day.
- Seeing: Must have ability for color perception, focus, and peripheral vision.

Driving:

- Must have ability to drive automatic transmission: car.