

## **SNOHOMISH COUNTY JOB DESCRIPTION**

### **COMMUNITY SERVICES ADMINISTRATOR**

Spec No.1020

#### **BASIC FUNCTION**

Participates in the management of the Human Services Department through specific responsibility to administer the Community Services programs, which provide services and advocacy for low income and/or economically disadvantaged persons.

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Participates with other members of the Human Services Department management team in identifying and achieving department goals.
2. Manages, plans, and coordinates community action programs; prepares program plans, goals, objectives and budget requests; administers the approved program budgets; ensures that program operations comply with applicable federal and state laws, regulations and guidelines, and with county policies and procedures
3. Coordinates and manages program operations; establishes work priorities and assigns work to subordinate employees; coordinates operations with other county departments and programs, and with outside agencies as necessary.
4. Supervises and evaluates the work of subordinate employees as required; advises, assists and trains subordinates as necessary; participates in the selection of new employees, and makes recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.
5. Manages and participates in the preparation of needs assessments and service delivery plans to address the identified needs of various target populations, develops policy plans based on the assessments and advocates for the interests of the target populations. Monitors legislation at state and federal levels and prepares position papers as necessary.
6. Manages and participates in the preparation of grant applications and related documents; maintains liaison with representatives of funding agencies as necessary.
7. Manages and participates in the negotiation and administration of contracts and service agreements with program subcontractors.
8. Convenes and oversees staffing and technical assistance for selected community boards and commissions; represents assigned programs before the County Council, various community groups and outside agencies as necessary; may conduct public hearings to explain program plans and solicit public input, as required.
9. Performs related duties as required.

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#### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in business or public administration, one of the social sciences, or a closely related field; AND, four (4) years of experience in social services work including at least two (2) years of supervisory or administrative work; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Prior experience working in a government program for low income and/or economically disadvantaged clients is preferred. Skill in working with multicultural and ethnically diverse programs is a requirement. Must pass job related tests.

#### **SPECIAL REQUIREMENTS**

A valid State of Washington Driver's License may be required for employment.

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the principles and practices of management and personnel administration;
- the principles and practices of program planning and development;
- the principles, practices and procedures associated with governmental budget and grant preparation, accounting, and administration the principles and practices of contract negotiation and administration;
- the methods and techniques used in conducting needs assessments and preparing service delivery plans;
- the effects of ethnic and cultural diversity in programming and in staff development;
- the legislation, trends and developments in poverty programs, early childhood, and community action areas within the social services field.

Ability to:

- effectively plan, organize, staff, direct, and control social service programs; effectively supervise, develop, train, and evaluate the work of subordinate employees;
- manage programs through program plans, resource allocations, and budget controls; exert leadership skills in a cooperative team atmosphere;
- develop creativity and independence in subordinate supervisory staff;
- assess the potential impact of social and economic trends on assigned programs and determine the relative advantages and disadvantages of alternative courses of action;
- monitor, analyze, and evaluate the economic, political and social impacts and consequences of administrative policies and actions;
- gather, analyze, synthesize and evaluate a variety of data including statistical data;
- interpret and apply federal, state and local laws, rules and regulations governing assigned programs;
- monitor the performance of staff and vendors in contract compliance;
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems;

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#### KNOWLEDGE AND ABILITIES (continued)

Ability to:

- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates, representatives of other agencies, and with the general public;
- communicate effectively, both orally and in writing, using appropriate humor, active listening skills, and an open style; prepare a variety of correspondence, reports and other written materials including grant applications and related documents;
- work with persons and programs of diverse economic, ethnic, and cultural backgrounds;
- utilize staff skills in achieving program results.

#### SUPERVISION

The employee receives administrative direction from the Director of Human Services and has wide latitude for independent action. The employee exercises considerable independent judgment and discretion in developing and achieving program goals and objectives. Direct supervision is exercised over subordinate program supervisors in charge of direct services as well as professional staff who develop, monitor and evaluate subcontracted services through local community based organizations. Work is reviewed through meetings and periodic status reports, and by evaluation of results obtained.

#### WORKING CONDITIONS

The work is performed in the usual office environment with frequent field trips to locations throughout the county for purposes such as attending community meetings and coordinating program activities. The employee is required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977 under the title Manpower Administrator  
(Spec No. 210061)

Revised: January 1991

EEO: 1 – Officials and Administrators

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous