

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN SERVICES DEPUTY DIRECTOR

Spec No. 1149

BASIC FUNCTION

To act for and on behalf of the Human Services Director as assigned. Organizes, coordinates and directs the activities of the office to accomplish the policies and objectives as determined by the Director. Manages specific program areas as assigned by the Director.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Participates with other members of the Human Services Department management team identifying and achieving department goals.
2. Has full management oversight for the Housing, Homelessness, Energy Assistance and Weatherization programs of the Department; may also be assigned other program areas.
3. Plans, develops, manages, controls and coordinates planning, personnel, technical contracting, purchasing, reporting and administrative support programs to ensure programs operate in compliance with applicable federal and state laws, regulations and guidelines and within county policies and procedures.
4. Working with the department budget office, develops, maintains and monitors the department budget in conjunction with program administrators to ensure appropriate projections of expenses and revenues for personnel, equipment, materials, and facilities to meet program objectives and contracted program obligations.
5. Participates in the negotiation, monitoring and administration of contracts and service agreements with program fund sources and subcontractors; ensures compliance by vendors or subcontractors with all applicable federal, state, county or other regulations; maintains monitoring controls for all contracts, agencies or systems utilized in department; provides technical assistance to agencies as necessary.
6. Maintains relationships with key federal, state and local government agencies related to program areas.
7. Monitors changes in federal, state and local government laws and regulations to ensure department maintains compliance and is positioned to take advantage of opportunities.

STATEMENT OF OTHER DUTIES

8. During the Director's absence, serves as Acting Director; provides internal leadership and represents the Director with policymakers, elected officials, advisory and community groups, and in public appearances and forums.
9. Provides leadership to ensure that programs and services provided to the citizens of Snohomish County are fully accountable to fund sources, elected officials, and the needs of client and constituent groups.

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STATEMENT OF OTHER DUTIES (Continued)

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public or business administration, human services or grants management, AND five (5) years human services experience which includes three (3) years management responsibility, AND three (3) years experience working with governmental housing and homeless programs; OR, any equivalent combination of training and/or experience that provides for the required knowledge and abilities. Must pass all job related tests. Skill in working with multicultural and ethnically diverse programs is required.

SPECIAL REQUIREMENTS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- how to manage government-funded human services programs;
- how to manage cross jurisdictional communication on housing plans, resources and strategies;
- underwriting principles for housing development;
- housing development; housing management and/or housing finance in the nonprofit/public affordable housing arena;
- planning processes related to affordable housing
- creating and/or managing housing policies;
- Low Income Housing Tax Credits, State Housing Trust Fund and/or HUD housing programs;
- principles and practices of contract negotiation and administration;
- federal, state and local laws, rules and regulations related to area of assignment;
- computer-oriented information and recordkeeping systems;
- effects of ethnic and cultural diversity in management, programming and staff development.

Ability to:

- control large, complex budget and fiscal issues from a variety of funding sources;
- gather, analyze and evaluate a variety of data, including statistical data, to forecast and predict fiscal and budgeting requirements;
- develop positive options from data presented;
- establish and maintain effective working relationships with elected officials, department heads, associates and the general public;

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- set effective priorities among multiple tasks for the achievement of division goals;
- develop short and long range goals, objectives, plans and programs;
- analyze and develop administrative systems, policies and procedures;
- exert leadership skills in a cooperative team atmosphere;
- effectively supervise, train, develop and evaluate the work of subordinate-level employees;
- interpret and apply federal, state and local laws, rules and regulations governing all program areas;
- monitor the performance of staff and vendors in contract compliance;
- analyze and evaluate internal operations and take effective action to correct deficiencies, resolve problems and increase effectiveness;
- budgeting and resource planning;
- facilitate high-level advisory councils, boards and workgroups.

SUPERVISION

This position reports to, and receives direction from the Director of Human Services Department and has wide latitude for independent action. Work is evaluated through conferences and the review of reports to determine program effectiveness and adherence to established policies and objectives.

WORKING CONDITIONS

The majority of work performed is in the usual office environment.

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: January 2008

EEO Category: 1 – Officials and Administrators

Pay Grade: 113 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous