

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN SERVICES PROGRAM OUTREACH SPECIALIST II

Spec No. 2264

BASIC FUNCTION

To perform responsible professional work in the planning, development and evaluation of community outreach to ethnic minority groups and to assist in education program services to such groups.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates assigned program planning and development activities with supervisors, department management staff, other county departments, other government agencies, private service organizations, formal and informal minority leaders, and other organizations as necessary.
2. Prepares program plans, goals, and objectives, program budgets and contract documents for human services programs as assigned and seek and secure ongoing financial support for outreach programs.
3. Coordinates the data collection and reporting requirements for, assigned programs, including the computerization of such reports; prepares analysis and issues papers for review and necessary action.
4. Provides a variety of information and technical assistance to Snohomish County programs as necessary.
5. Researches and prepares applications to obtain funding for various projects, studies or programs.

STATEMENT OF OTHER JOB DUTIES

6. Provides staffing for advisory boards and committees; keeps informed of and provides interpretation of federal, state and local regulations and guidelines relating to assigned program areas.
7. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in business or public administration, one of the social sciences or other field directly related to human services; PLUS, two (2) years progressively responsible experience in working with ethnic minority groups, grant preparation and management or in a closely related field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- human services and governmental agencies, programs and resources;
- grant writing methods, principles and applications;
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines to human services programming and operation.

Ability to:

- develop community outreach programs, plans for services and operation;
- establish and maintain effective working relationships with public, co-workers, governmental officials, citizen groups and advisory boards;
- develop and maintain complete and accurate records;
- analyze problems and prepare alternative strategies for solution;
- gather, analyze and evaluate program;
- perform data management requirements and updates on personal computer.

SUPERVISION

Employees receive direction from an administrator or other administrative superior as assigned. The work is performed with considerable independence and is reviewed through meetings, reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with trips to locations throughout the county to attend community meetings and coordinate 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](#)

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Class Established: June 2004

EEO Category: 2 - Professionals

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous