

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN SERVICES SPECIALIST II (LEAD)

Spec No. 2168

BASIC FUNCTION

To perform responsible professional work in the planning, development and evaluation of county funded human services programs and to assist in program administration. To act as lead worker in a program unit which has multiple Human Service Specialist II's.

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, citizen groups, and other organizations as necessary.
2. Prepares program plans, goals, and objectives, program budgets and contract documents for human services programs as assigned.
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. Develops and negotiates contracts and service agreements with program subcontractors; monitors contract compliance and reviews and evaluates subcontractor performance in relationship to contractual guidelines and established performance standards.
5. Provides a variety of information and technical assistance to program subcontractor and potential subcontractors as necessary.
6. Researches and prepares applications to obtain funding for various projects, studies or programs.
7. Provides staffing for advisory board and committees; keeps informed of and provides interpretation of federal, state and local regulations and guidelines relating to assigned program areas.
8. Assigns work to other members of the work unit and monitors progress of task accomplishment; oversees activities of student interns and volunteers as assigned.
9. Responsible for day to day technical policy decisions as they arise in the work unit.
10. Primary liaison with external funding sources and state organizations for work unit.
11. Primary translator of policy directives to other members of the program unit as issued by the funding body.
12. Designated as unit trainer and acts as backup to unit supervisor.

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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 human services program planning, grant preparation and management in the division and demonstrated track record of good working relationship with grant contractors; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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 operations
- research principles and methods; the use of computer technology

Ability to:

- develop human services 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, statistical and financial data
- 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 employ 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: April 1997

EEO Category: 2 – Professionals

Pay Grade: 240 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous