

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN SERVICES SPECIALIST III

Spec No. 2094

BASIC FUNCTION

To perform responsible supervisory and professional work in the planning, development, evaluation, implementation and coordination of assigned human services program area(s).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises and participates in designing one or more human services programs or projects including planning, establishment of goals and objectives, budgeting, subcontracting and development of program monitoring and evaluation systems.
2. Supervises and evaluates the work of subordinate employees as required; advises, instructs 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.
3. Participates with other members of the Human Services Department management team in identifying and achieving department goals.
4. Oversees development of comprehensive plans; monitoring and evaluation of operations against established program goals; develops corrective action plans in areas of insufficient performance, and develops annual and other reports as required.
5. Prepares reports on program operations in area of responsibility; conducts special studies and investigations as necessary; supervises information gathering and research to facilitate proper use of services and funds.
6. Participates in the development and management of programmatic budgets within areas of assigned responsibility; participates in negotiation and execution of contracts with federal, state and other funding sources; provides ongoing monitoring of internal program budget(s); makes recommendations for modifications as necessary.
7. Oversees and participates in providing all necessary direct service activities to carry out requirements and goals of program or project; oversees and participates in subcontractor monitoring to ensure compliance with relevant regulations, guidelines, contractual objectives and budgets; provides technical assistance and consultation to subcontractors and potential subcontractors as appropriate.
8. Acts as a resource to department director, administrator, other public officials, agencies, consumers and community at large in such areas as application of existing or proposed federal, state and local legislation, regulations and guidelines related to assigned program/project; emerging community issues relevant to area of responsibility; availability of funds or resources to enhance present operations or to develop collaborative efforts through other agencies; preparation of grant applications in area of responsibility and development of proposed county resolutions or ordinances as appropriate.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Participates in the development of proposed policy and legislation relevant to assigned program areas.
10. Responds to public inquiries regarding specific problems or issues in area of assignment; notify administrator and director of politically sensitive issues and evolving trends in public concern or feedback.
11. Ensures appropriate staffing and training for county appointed boards or task forces related to program/project; seeks and recommends to administrator representatives of community, interest groups consumers and clients for such boards or task forces to ensure community commitment and direction in programming and operations; provides group facilitation for community groups and committees to accomplish goals.
12. Participates in coordination of activities with other division and departmental programs, county agencies and community as needed; provides leadership to local initiatives, coalitions and projects as directed; acts as an advocate for program/project as appropriate.
13. Facilitates or oversees funding application processes, including requests for proposals.
14. Works in a cross disciplinary and interdepartmental manner to best meet the needs of the department's clientele.

STATEMENT OF OTHER DUTIES:

15. May perform the duties of all subordinate level employees.
16. Perform related duties as required.

MINIMUM QUALIFICATIONS

A Master's degree in business, public administration, social sciences or other field directly related to human services; PLUS, two (2) years progressively responsible experience in the administration of human services programs; OR, any equivalent combination of education, training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- governmental and private sector human services programs and systems
- principles, practices and techniques in area of assignment
- principles, practices and procedures involved in the planning, development, administration: budgeting, monitoring and evaluation of such programs
- principles and practices of grant writing, contract negotiation and administration
- the literature, trends and developments in the area of specialty
- supervisory and personnel management procedures and practices
- use of applicable technology

Ability to:

- plan, organize and coordinate work through professional subordinates and support staff
- establish and maintain effective working relationships with elected officials, department heads, associates, subordinates, representatives of other agencies and with the general public
- develop work plans, schedules and budgets
- assess the relative advantages and disadvantages of alternative courses of action
- gather, analyze, synthesize and evaluate a variety of data including statistical data
- read, interpret and apply federal, state and local laws, rules and regulations governing area of assignment
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems
- speak in public forums and express self clearly both orally and in writing
- prepare a variety of correspondence, reports, and other written materials and documents
- develop, interpret and apply policies
- advise, support and motivate subordinates and assure effective working relationships with public, co-workers, advisory groups, county, city, state and federal officials
- utilize computer technology for management of program data
- provide leadership to projects with public groups

SUPERVISION

This position reports to a division manager or the Director of Human Services as assigned. General goals and objectives are established by the Administrator or Director. Work is performed with considerable independence and is reviewed through meetings, reports and results obtained.

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WORKING CONDITIONS

The work is performed in the usual office environment with trips to other locations, 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](#)

Class Established: 1982 as Program Specialist and Senior Program Specialist

Revised: October 1987; February 2006, December 2016

Previous Spec No. 370349

EEO Category: 2 - Professionals

Pay Grade: 243 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous