

SNOHOMISH COUNTY JOB DESCRIPTION

HUMAN SERVICES ADMINISTRATOR

Spec No. 1126

BASIC FUNCTION

Participates in the management of the Human Services Department through specific responsibility to administer programs and services in assigned areas.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Participates with other members of the Human Services Department management team in identifying and achieving department goals.
2. Plans, coordinates and administers a variety of social and health service programs within Human Services; prepares programmatic plans, goals, objectives, and budget requests; presents plans to administrative boards and the county council; negotiates plan acceptance with appropriate state agency, such as administers 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 supervises internal program operations; establishes work priorities and assigns work to subordinate employees; coordinates operations with other county departments and programs, regional 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. Supervises and participates in the preparation of needs assessment and service delivery plans to identify and address the needs of the target populations; develops policy plans based on the assessments and advocates for the interests of the target populations; ensures that long-range planning efforts result in effective consumer outcomes; represents assigned programs before various community groups, legislative bodies and outside agencies as necessary; may conduct public hearings to explain program plans and solicit public input as required; monitors legislation at state and federal levels, 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 and negotiates resource capabilities.
7. Manages and participates in the development, negotiating, monitoring and administration of contracts and service agreements with state and regional officials and with program sub-contractors.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

8. Involves representatives of community boards in planning for program services; provides staffing and technical assistance for selected community boards and commissions; develops community coalitions and collaborative efforts.
9. Performs related duties as required.

MINIMUM QUALIFICATIONS

A bachelors degree in business or public administration, one of the social sciences, or a closely related field; AND, four (4) years of experience in social service 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. Skill in working with multi-cultural 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 program planning, organization and administration;
- 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 principles and practices of management and personnel administration;
- the methods and techniques used in conducting needs assessment and preparing service delivery plans;
- the needs and concerns of client populations;
- the literature, trends and developments in the social and health services field;
- the effects of ethnic and cultural diversity in programming and in staff development.

Ability to:

- effectively plan, coordinate, and administer assigned programs;
- effectively supervise, develop, train, and evaluate the work of subordinate employees;
- manage programs through program plans, resource allocations, and budget controls;
- allocate and make effective use of available resources;
- 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;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- assess the relative advantages and disadvantages of alternative courses of action;
- analyze, and evaluate the social and political impacts and consequences of administrative policies and actions;
- 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 assigned programs;
- analyze and evaluate operations and take effective action to correct deficiencies and resolve problems;
- establish and maintain effective relationships with elected officials, representatives of community boards, department heads, associates, subordinates, representatives of other agencies, and with the general public;
- communicate effectively, and articulate clearly, 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 judgement 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 and region 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](#)

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Class Established: December 2002

EEO Category: 1 – Officials and Administrators

Pay Grade: 111 – Management Exempt Pay Plan

Workers Comp: 5306 Non-Hazardous