



COUNTY OF LASSEN  
JOB DESCRIPTION

CLASS TITLE:	Director of Health and Social Services	CLASS CODE	HSS01
DEPARTMENT:	Health and Social Services Agency	UNIT	DH
REPORTS TO:	County Administrative Officer	FLSA STATUS	Exempt
BOARD APPROVAL	03/14/2017	RANGE	36

**DEFINITION**

To plan, organize, direct, and review the activities and operations of the Departments and divisions within the Health and Social Services Agency, including Behavioral Health, Public Health, Environmental Health, and Community Social Services. Coordinate assigned activities with other Departments and outside agencies;

**DISTINGUISHING CHARACTERISTICS**

This is an executive management level single position class. The Director of Health and Social Services is an at-will position. This position determines policy, manages personnel and budgets, develops programs and formulates operational objectives, and is responsible to manage and direct a variety of local, state, and federal programs with significant impact on community services. Within state legal requirements and broad County ordinances, policies, and procedural guidelines, the responsibilities of this position demand comprehensive knowledge and expertise in the delivery of health and human services, a high level of initiative, independent judgment, and discretion, as well as strong management skills to develop, administer, and direct the Agency staff and programs. This position will work closely and in collaboration with other State, County, and non-county organizations.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the County Administrative Officer.

Exercises direct supervision over Department heads and other administrative personnel within the Agency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

Plan, organize, coordinate, and direct the programs, activities, and operations of the Agency; formulate policies and procedures concerning activities of the Agency; establish and maintain goals, objectives, and plans for carrying out the functions of the Agency.

Coordinate activities of assigned Departments with those of other Departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

Direct, oversee, and participate in the development of the Agency's work plan for assigned Departments and functions; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Supervise, participate in and ensure the development and administration of Health and Social Services budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments, as appropriate.



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Through assigned Department Heads, select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Appoint Department Heads within the Health and Social Services Agency.

Advise the Board of Supervisors, County Administrative Officer, and/or appointive boards and commissions on long range planning where Agency services are concerned; negotiate, recommend, monitor, and evaluate services provided to the community.

Implement improvements, determine and recommend plans for establishing new service programs or major changes in methods or levels of service delivery.

Develop and implement plans and procedures to enhance revenue from State, Federal, fee, and other funding sources as appropriate.

Review, evaluate, and make recommendations regarding changes in State laws and regulations that will have an impact on the delivery of community social services and establish plans to implement appropriate programs; advise the CAO of specific plans, costs, and recommendations for programs.

Analyze and evaluate program results as related to objectives and policy guidelines; review program funding needs, formulate budget guidelines, and control program activities within budgetary limits or policies.

Manage the preparation of the annual Agency budgets; justify fund requests and staff allocations; ensure that budget is administered within Board of Supervisors approved expenditure and revenue levels; and in cooperation with the County grant officer seek and apply for grant funding to improve or enhance the delivery of services.

Establish and maintain liaison with representatives of State, Federal, and local agencies, and associations and commissions.

Make public presentations before the Board of Supervisors, professional organizations, or public groups to provide information on Departmental programs and goals.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Knowledge of:**

Principles and practices of Health and Social Services to include: rules, regulations, State and Federal program policies, and procedures.

Principles and techniques of organization, administrative management, budget preparation, and fiscal control.

Principles and practices of personnel administration, effective management, and training.

Principles and procedures associated with hiring, evaluating, training, disciplining, and terminating employees.

Organizational and management practices as applied to analysis and evaluation of programs, policies, and operational needs.



Governmental codes, laws, rules, and regulations, legislative process, and practices and policies relating to health and social services programs.

Communication and conflict resolution.

Public information and contract administration.

Intergovernmental relationships and regulations affecting community service delivery.

**Ability to:**

Plan, direct, interpret, and evaluate the administration and operations of the Health and Social Services Agency.

Analyze complex administrative and regulatory problems, evaluate alternatives and adopt effective courses of action.

Select, orient, supervise, and evaluate subordinate Departmental personnel.

Plan, direct, and coordinate the work of others; develop and provide effective training.

Establish and execute Agency policies and procedures.

Develop and implement short and long-range Agency goals and objectives.

Administer a budget.

Analyze situations accurately and take effective action.

Prepare and present clear and concise correspondence, reports, and recommendations.

Communicate effectively both verbally and in writing.

Work cooperatively with other employees.

Establish and maintain cooperative working relationships with staff, other Departments and agencies, the private sector, and the public.

Use standard office computers for word processing and spreadsheets.

**Education and Experience**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

**Experience:**

Six years of increasingly responsible experience in public health, behavioral health, or social services, including two years of significant administrative managerial experience working in a large public agency.

**Education:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in Public Administration, Social Work, Psychology, or a related field. Master's degree preferred.



### **Licenses and Certifications**

Possession of, or ability to obtain, a California driver's license may be required by the position.

### **Physical Demands and Working Conditions:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

### **Additional Info**

Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components which include, fingerprinting, citizenship verification and law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous investigation for each employee that has access to federal tax information.