# GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

**POSTED: FEBRUARY 25, 2013**
**CLOSING DATE: MARCH 8, 2013**

**DEPARTMENT:** **Community Services**

**POSITION:** **Director of Community Services**

**LOCATION:** **Globe**

**JOB CODE:** **13-021**

**ANNUAL SALARY:** **$72,488.00-$88,316.80 DOE**

**NATURE OF WORK**

Leads, plans, organizes, directs and supervises the Community Services Department activities for Gila County.

**DUTIES AND RESPONSIBILITIES:**

- Provides leadership, direction, and guidance to County Community Services Department including the Gila Employment and Special Training (GEST) Program, the Community Action Program (CAP), the Housing Assistance Program (HAP), the Workforce Investment Act (WIA) Program and the Re-employment and Pre-layoff Assistance Center (REPAC) Program.
- Develops, evaluates and implements department goals, objectives, policies and procedures; assures departmental activities are in compliance with all laws, policies, regulations, timelines and goals; evaluates and analyzes issues, and recommends and implements solutions to meet the needs of the community; anticipates problems and pursues solutions.
- Directs the managers and staff through appropriate delegation and work supervision; meets regularly with staff to discuss and resolve workload and technical issues; reviews work in progress in order to anticipate technical and management problems; recommends changes to improve the organization's functions and processes; interprets statutes and regulations; ensures compliance with departmental policies and procedures, State and other governmental regulations.
- Hires, supervises and monitors the performance of assigned staff; monitors and authorizes employee time sheets and leave requests; prioritizes and assigns tasks and projects; counsels, coaches, sees to the development of staff and evaluates staff performance; investigates and resolves administrative and operational issues.
- Coordinates Division activities with other County departments, State and Local community services agencies, and other outside agencies and organizations.
- Serves as departmental advisor to citizen commissions and provides information on the status of programs; assists commissions in assessing community needs and establishing program priorities; develops and maintains effective inter-agency working relationships with governmental officials at Municipal, State, and Federal levels and executives of business, private agencies and community leaders.
- Prepares and presents staff reports to the Board of Supervisors; supervises the gathering of information, development of studies and writing of departmental reports.
- Coordinates with various community committees and area councils to secure active participation in planning, providing services, and mobilizing community resources; consults with governmental officials, executives of business, private agencies and community leaders regarding community service needs.
- Evaluates social service needs in the community; plans and recommends programs and develops funding proposals through the use of grants to meet those needs.
- Develops and monitors department budget, approves budget expenditures; prepares special and recurring reports; prepares and reviews operational analyses of program costs, revenue streams, fees, and revenue enhancement opportunities.
- Plans and coordinates program and facility expansion; provides technical assistance to program managers regarding planning and budgeting.
- Develops, implements and monitors contracts with service providers; oversees the evaluation of level of services.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.

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- Plans, supports and advocates for continuous funding for service programs; researches and writes grant applications.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast regarding new trends and innovations in the field.
- Attend seminars, conferences and meetings to keep up with trends in issues, legislative changes, and may continue education to keep current.

**WORKING ENVIRONMENT:**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; must be capable of traveling to and from various work locations on a frequent basis to attend meetings.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Public Administration, Sociology or a related field and five (5) years community services administration experience, including two (2) years supervisory/management experience; or equivalent combination of education, training and experience. Master's Degree is desirable. A valid Arizona Driver's License; program related certifications may be required.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Principles and practices of community service and social service administration; methods and standards for delivering social and community services; processes for planning and delivering community and social service programs; social and community service issues and trends; grant programs and funding resources; regulations and standards governing social and community service operations and activities; processes for developing and administering budgets; supervisory/management principles, practices and methods.

**Ability to:** Define problems, collect data, analyze information, and make logical conclusions based on facts; administer social and community service programs; develop and implement division goals and objectives; assess community needs and establish program priorities; respond to and resolve sensitive/difficult citizen inquiries and complaints; administer division budgets; speak in public and deliver presentations.

**Skills in:** Supervising, training and coordinating staff; assessing and prioritizing multiple tasks, projects and demands; working within deadlines to complete projects and assignments; understanding and applying program standards and procedures, applicable Federal rules and regulations, and County policies and procedures; assessing and prioritizing multiple tasks, projects and demands; interpreting laws and regulations while assuring compliance with department goals and objectives; interacting with people of different social, economic, and ethnic backgrounds; preparing clear, comprehensive, and accurate reports; effectively communicating in written and verbal forms.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.