

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 6, 2016
CLOSING DATE: JULY 12, 2016

DEPARTMENT: Community Services

POSITION: Deputy Director Community Services

LOCATION: Globe

JOB CODE: 16-061

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$48,384-\$54,191 DOE

PURPOSE OF THE JOB

The purpose of the Deputy Director Community Services position is to assist the Director Community Services with the overall planning and management of the operations of the Gila County Community Services Department to achieve the department's mission of improving the quality of life for all residents and to enable economically disadvantaged families and clients in the service area to become more self-sufficient. The role involves assisting the Director with providing 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 & Opportunity Act (WIOA) which includes the certified One-Stop.

SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities.

Provides recommendations on employee coaching; handling employee grievances and employee training.

Makes final decisions on scheduling work hours of employees; evaluating employee performance and granting time off.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Identifies funding sources, prepares grant applications, monitors for compliance and prepares reports to funding agencies; works with HOME Partnership Projects and CDBG contracts; communicates directly with State and Federal Funding agencies; ensures compliance with grant reporting requirements.	40%
• Assists Director in developing and maintaining partnerships and coordinates division activities with other County departments, State and Local community services agencies and other outside agencies and organizations.	10%
• Develops departmental policy and ensures compliance with County and departmental policies and procedures; develops and implements department plans and programs, identifies operational problems and develops solutions, and participates in development and implementation of strategic plan and fiscal responsibility of Community Services budget.	10%
• Oversees overall preparation and administration of department budget and fiscal matters for approval of Director; coordinates and participates in annual budget processes, meeting with auditors and monitors from County and State Agencies.	10%
• Assists Director in researching for and developing new programs. Plans and coordinates activities in existing programs and facility expansion; provides technical assistance to Program Managers regarding planning and budgeting. Develops and maintains partnerships and coordinates division activities with other County departments, State and Local community services agencies and other outside agencies.	30%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position reviews, edits, provides recommendations and approves for submission department level budget.

PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved resources involving organizational development; human resource projects and employee training and development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, responds to public inquiries, negotiates or persuades and conducts meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters, reports and guidelines.

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INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Regularly (More than 55% but less than 70% in a year)

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Social Work, Public Administration or a related field; or equivalent combination of education, training and experience.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Six (6) years of Community Services experience, including lead/supervisory experience; or equivalent combination of education, training and experience. Requires a valid Arizona Driver's License.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Administration and management, training, Psychology, Federal, State, Local laws, regulations, statutes; and case management.

SKILLS REQUIRED

Analytical thinking, critical thinking, developing training strategies, delivering training, problem recognition, problem solving, time management and multi-tasking.

ABILITIES REQUIRED

Solve problems sensibly and swiftly, make sense of multiple information, multi-task, imagine outcomes of particular actions, consider options, risks and benefits.

PHYSICAL DEMANDS

- Occasionally stands to present; routinely stands to attend to customers and to attend to reported incidents.
- Regularly sits to complete report, to operate computers, to complete a program and to attend to other duties; occasionally sits to attend to reception areas.
- May be required to lift work related materials or equipment of 75 lbs. in weight or more.
- Constantly requires dexterity for keyboard, mouse and calculator operation.
- Incumbents in this position may be required to routinely bend or stoop.

WORK ENVIRONMENT

Incumbents in this position regularly spends time in office environment and automobile; occasionally spends time in lobby environment, in classroom(s) and in tight spaces; routinely spends time in outdoor areas.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. On rare occasions, incumbents on this position may be exposed to telephone verbal abuse by customers or citizens.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. This position constantly requires following safety manuals and regularly requires biosafety gear.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

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.