

DIRECTOR OF HUMAN SERVICES

Code No. 3-18-322

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for overseeing the development, coordination, supervision and implementation of a Human Service program for a Town. Programs include crises intervention, outreach, counselling and recreational programs for youth, seniors, the elderly, and general recreational and leisure programs. The Director coordinates with other private, town, county and state groups to provide human services to residents. The employee reports directly to and works under general supervision of the Town Board. General and direct supervision is exercised over a subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Establishes program goals and objectives in cooperation with the youth advisory board, recreation commission, and the Town legislative body;

Coordinates and maintains contacts with internal and external youth and senior service groups and agencies to develop resource alternatives and exchange support services;

Coordinates with private, non-profit groups to provide food and clothing to residents in need in the community;

Prepares and presents preliminary budget and monitors budget expenditures;

Meets with parents, schools, neighborhood and community groups to solicit cooperation;

Promotes various programs through speeches and publicity materials;

Prepares or supervises the preparation of grant applications for federal, state and local funding;

Interviews, trains and supervises staff, defines staff roles, schedules staff assignments;

Attends Town Board, Recreation Commission and Youth Board meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and techniques of program development; good knowledge of the scope and nature of a youth, adult and senior recreation programs; good knowledge of the personnel and maintenance requirements of the physical facilities available; good knowledge of the principles of counseling; working knowledge of budget preparation and maintenance; working knowledge of public administration; working knowledge of local community service agencies and their functions as related to human services; ability to coordinate services at staff level and within the community; ability to establish needs, goals and objectives for various human services programs within the Town; supervisory ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Social Work or a Human Service field plus five (5) years paid full-time or its part-time equivalent experience in a human services field* one (1) of which must have been in a supervisory or administrative** capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration, Social Work or a Human Service field plus six (6) years of experience as defined above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus seven (7) years of experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

*a human service field is defined as one that is concerned with working to enhance and increase the well-being of society and the individuals it comprises. Acceptable fields include, but are not limited to, youth advocacy, recreation services, senior services, or counselling.

**administrative capacity is defined as responsible for the direction and control of an organization or organizational unit. Work must include supervision of work groups, planning, resource allocation, program evaluation and policy formulation.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

FORMERLY: Director of Youth Services (Town of Greece)

ADOPTED: December 10, 1992

REVISED: December 8, 1994

Denied non-competitive 2/27/95