



Job Title:	Director of Community Services	Job Requisition#:	2k16-11-52
Department:	Community Services	Status:	Classified
Revised Date:	9/1/2011	Job Code:	6000
Union Code:	Non-represented	Handles Confidential Info:	Yes
First Day to Apply	11-10-2016	Salary Range:	\$77,656-\$87,363
Last Day to Apply:	12-01-2016		
Work Schedule:	M-F 8:00 a.m. – 5:00 p.m. Hours may vary on occasion		

GENERAL PURPOSE: Under administrative direction, plans, directs, coordinates and administers the daily operations, functions, and activities of the County's Community Service programs, including the Indigent Fund, DWI and Prevention Program, and Senior Program; oversees staff, financial, program, policy, compliance, and contracts related to community service programs; plans and coordinates community services and community relations for programs; and performs other administrative support functions as directed by the County Manager.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree in Business Administrative, Public Administration, Social Sciences, or related field and six years of experience in administration and management of a major human or community services program or department or contract/grant management program including responsibility for managing, planning, and coordinating the day-to-day operations and functions of the assigned program and three years of staff supervisory, budgetary, and management responsibility; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Valid New Mexico Driver's License.

SUPERVISION RECEIVED AND EXERCISED:

Position reports to the County Manager and exercises supervision over lower level staff.

ESSENTIAL JOB FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, directs, coordinates, and reviews the work of assigned staff; assigns tasks and coordinates schedules, projects, and programs; provides constructive feedback; reviews and evaluates work and makes effective suggestions and recommendations.
- Coaches, trains and motivates staff; coordinates and/or provides staff training; and manages employee relations; manages the workflow and prioritization of projects and measures the performance of the assigned unit/area and all related staff and takes appropriate corrective action when necessary; provides general advice and counsel to staff; develops or assists with developmental work plans for staff; assists with implementation and recommendation of corrective actions, discipline and termination procedures as appropriate/necessary.
- Directs and manages the financial oversight for the Community Services office, including budget development, preparation, implementation and monitoring to ensure compliance with regulatory and statutory funding requirements; monitors monthly financial information for each program; reviews potential funding opportunities and increases or decreases in grant funding with program managers;

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reviews and approves expenditures for each budget and program; makes budget adjustments, journal entries and line item adjustments, as needed; and reviews and submits payroll.

- Directs and monitors compliance to ensure all federal, state and county regulations and statutes are followed including County Personnel Rules and Regulations, Worker's Compensation and Accident Reporting Requirements, and HIPAA.
- Plans and manages programs; conducts programmatic reviews for compliance with regulatory and statutory requirements of funding agencies; reviews program outcomes, goals and objectives to ensure they are being met; reviews needs for expansion of existing programs and any legislative changes occurring which may result in the need to adjust current programs or identify new programs needed; reviews all program policies and procedures required by funders, including federal, state and county; and standardizes processes and procedures among programs where possible.
- Manages community relations and customer service for the programs; collaborates with a variety of federal, state, and local community agencies to provide and advocate for clients serviced by the programs; informs citizens of services available and eligibility to participate; identifies citizen needs, funding sources, and potential agencies with whom to partner; works with existing agencies to encourage collaboration with other community resources to compliment, expand, or add new services and avoid duplication where possible.

Required Knowledge of:

- Operational characteristics, services, and activities of a Community Services Office, including business/industry principles and practices related to work assigned.
- Techniques of program development and evaluation, project economics and financial reporting.
- Federal, state, and local laws and regulations related to intergovernmental grant procurement and program administration.
- Local demographics, employment and labor market dynamics.
- Community planning and development.
- Techniques and procedures for grant and funding acquisition, public sector contracting and purchasing processes, administration, and compliance.
- Advanced arithmetical computations adequate to correctly perform work.
- Effective communication principles and practices including oral and written communication; to include public relations and public speaking.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- Principles and practices of governmental budget preparation and administration.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Principles of supervision, training, and performance evaluation.

Required Skill in:

- Administering and managing a comprehensive community services program in a public-sector setting.
- Writing and evaluating grants, contracts, and proposals.
- Researching and preparing administrative reports and program evaluations.
- Coordinating news media coverage and information dissemination in support of community service programs and activities.
- Developing and administering contracts for supplies, services and equipment.
- Analyzing policy and making effective decisions.
- Evaluating processes and procedures for improvement and cost-effectiveness.
- Developing community services information, programs, and products.
- Working with equipment, tools, and materials required in area of assignment.
- Applying advanced project management techniques and principles.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

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- Advanced principles and practices of governmental budget preparation and administration.
- Developing, interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Supervising, leading, and delegating tasks and authority.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.



**Sandoval County
CERTIFICATION OF VETERAN'S STATUS**

TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION

The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.

A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE: _____
I AM APPLYING FOR (Position Title): _____	

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? YES NO
2. Did you receive an honorable discharge? YES NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? YES NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

Signature

Date