



**POSITION DESCRIPTION
KOOCHICHING COUNTY**

SECTION I: GENERAL INFORMATION

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| Position Title: Health and Human Services Director | Department: Public Health and Human Services | FLSA Status: Exempt |
| Date: May 2014 | Job Evaluation Assignment D63B | Immediate Supervisor's Position Title: County Board of Commissioners |
| Job Summary: Under the direction of the County Board, the Health and Human Services Director is an appointed position responsible for managing and overseeing the overall operations, budget and personnel of Public Health and Human Services engaged in the delivery of financial assistance, child support, social service, and public health programs designed to meet the needs of County residents and to assure compliance with established County, State and Federal regulations, guidelines and procedures. Position may encounter not public data in the course of these duties with access limited to what is necessary to fulfill the duty responsibility. | | |

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, develops and implements programs for Public Health and Human Services and evaluates new and/or existing programs in conjunction with the County Board and department personnel to ensure all programs meet County needs and comply with federal, state and county regulations, policies and procedures. 20%
2. Formulates and recommends policies and standards for the operation of the Health and Human Service Agency and its programs. 10%
3. Manages and directs the activities and performance of all department staff directly or through designated supervisory personnel. Participates and has the final decision in the recruitment, selection, promotion, and discipline of staff. Evaluates staffing needs and recommends personnel changes to the County Board. Implements staff development plans and employee career development. 15%
4. Directs the preparation of the department budget and presents and defends the budget to the County Board. Monitors the department's budget and financial statements and makes internal adjustments through program/staff changes as needed. Develops and implements corrective action plans with providers when needed. 5%
5. Negotiates contractual services with vendors and providers. Designs new contractual agreements to meet the needs of new and existing services. Monitors each contractual agreement in regards to service delivery and fiscal restraints. Develops and implements corrective actions with providers, as required. 10%
6. Supervises the preparation of various statistical, financial and activity reports for County, State and Federal authorities. Supervises the preparation and approves plans. 10%
7. Confers with the County Attorney, Judge and Attorney General's Office regarding legal aspects or problems

confronting the department. Meets and confers with local advisory committees, client groups, and community groups. Meets with professional groups, employers, and vendors for discussion of fee schedules, financing and employment and to explain social services, income maintenance, and public health programs to them. Serves as liaison officer between the County Department and other service organizations. 20%

- 8. Resolves problems or complaints regarding programs and services from clients, general public, vendors, staff, attorneys and others. 10%

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

| | Titles of Positions Directly Supervised | # of Employees |
|--------------|---|-----------------------|
| 1 | Social Services Supervisor | 1 |
| 2 | Child Support and Collections Supervisor | 1 |
| 3 | Office Services Supervisor/Administrative Secretary | 1 |
| 4 | Financial Assistance Supervisor | 1 |
| 5 | Fiscal Supervisor | 1 |
| 6 | Public Health Supervisor | 1 |
| TOTAL | | 6 |

INDIRECT SUPERVISION:

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| Number of employees indirectly supervised: Social Workers, Office Support Specialists, Child Support Officers, Child Support & Collections Officer, Eligibility Workers, Accounting Technicians, Case Aides, Nurses, and Health Educator, Health Secretary and Accounting Tech. | Total: 35 |
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SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

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| REQUIRED EDUCATION/TRAINING (choose one) | | DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) | |
| <input type="checkbox"/> | less than high school diploma | Bachelor's of Science | |
| <input type="checkbox"/> | High school diploma or GED. | | |
| <input type="checkbox"/> | 1 yr post secondary | Major field of study or degree emphasis: Human Services, Social Work, Sociology, Psychology, Nursing or closely related area. | |
| <input type="checkbox"/> | 2 yrs post secondary | | |
| <input type="checkbox"/> | 3 yrs college | | |

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| | 1st year graduate level | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> ▪ Principles and methods of human services, public health, social work and financial assistance program planning, needs assessment, service assessment, program development, and program evaluation. ▪ Principles, fundamentals and practices of supervision and management. ▪ Principles and methods of government management, budgeting, and financial reporting and management. ▪ Federal, State laws, rules, statutes and regulations governing the delivery of income maintenance, housing, social services, and transit programs. ▪ County administrative policies, procedures and organizational structure. ▪ Knowledge of community resources. ▪ Knowledge of socio-economic conditions, trends and influences in rural and urban areas. |
| | 2nd year graduate level | |
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| Required Work Experience in Addition to Formal Education/Training: Minimum of 6 years previous administrative experience in Human Services and/or Public Health or equivalent training and experience. | | |
| LICENSE/ CERTIFICATION | Identify licenses/certification required: A Valid Minnesota Driver's License or evidence of mobility. | |

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| ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK | Skilled in: <ul style="list-style-type: none"> • Establishing and maintaining collaborative working relationships with employees, supervisors, department heads, officials, courts, state agencies, other counties, vendors, and the public. • Public speaking and presentational skills. • Delegating, supervising and managing diverse programs and staff through proper delegation and oversight of supervisory personnel and their subordinates. • Planning, budgeting and strategic planning and implementing diverse income maintenance, social service and public health programs and services. • Developing and managing the assessment of community/client needs and the formulation of new programs and services. • Conducting public relations and public information skills in promoting the services, programs and initiatives of the county to better service the citizens of the county and to assure compliance with mandated requirements of its programs. • Conflict resolution and the negotiation of agreements with outside parties, agencies and providers. • Conducting needs assessments, strategic planning and anticipating needs and policies to mitigate exposure to the County. • Research and evaluation skills. |
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| HAZARDOUS WORKING | Unusual or hazardous working conditions related to performance of |
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| <p>CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p> | <p>duties: This is a management position within the County. The position may be exposed to occasional disagreeable or unpleasant situations when dealing with the public, clients, and or department staff. Duties are performed in a typical County and office setting and essential functions and duties involve minimal exposure environmental hazards and risks associated with the performance of the essential functions of the job. The position does require frequent travel but the position does afford flexibility in adjusting schedules and appointments so as to minimize risks.</p> |
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| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities | | | | |
|---|--------------|---------------------------|--------------------------|-----------------------------|
| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
| Stand | | x | | |
| Walk | | x | | |
| Sit | | | x | |
| Use hands dexterously (use fingers to handle, feel) | | | x | |
| Reach with hands and arms | | | x | |
| Climb or balance | x | | | |
| Stoop/kneel/crouch or crawl | x | | | |
| Talk or hear | | | | x |
| Taste or smell | | x | | |
| Physical (Lift & carry): up to 10 pounds | | | x | |
| up to 25 pounds | | x | | |
| up to 50 pounds | x | | | |
| up to 100 pounds | x | | | |

| PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities |
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| <p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.</p> |

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Classification History: D63B New Position with combining of Health and Human Services Department

Date Board Adopted: May 13, 2015 Board Motion 2014/05-12