

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1079

TITLE: DIRECTOR, NEIGHBORHOOD COMMUNITY SERVICES

GRADE: E-12

DEFINITION:

Under the general direction of the Deputy County Executive for Human Services, the Director of Neighborhood and Community Services (DNCS), formulates broad objectives and policies that carry out the mission of the Department and guides the strategic work for the human services system. The Director plans, directs and oversees the strategic work and staff activities within three distinct divisions that provide and support the integration of human services system wide and regional services and activities. Specifically the agency director is responsible for the leadership and oversight of the development, planning, and coordination of strategic work associated with 1) human services system-wide, strategic planning, accountability, and service integration; 2) community access to programs and resources; 3) and regional service operations.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Leadership

Establish departmental strategic direction and oversees cross-system strategic planning, data analysis, and evaluation;

Receive direction from the Board of Supervisors and Deputy County Executive regarding broad policy development;

Establish and evaluates goals, programs, policies and procedures of the department;

Ensure that operations comply with Federal, State and County laws and regulations;

Confer with the Board of Supervisors and Deputy County Executive in resolution of operational issues;

Advise and direct staff in the resolution of operational issues to increase efficiency and comply with departmental policy;

Maintain current knowledge of changes in directives, policies, statutes and regulations which affect operations; and make suggestions on proposed legislation and regulations concerning the department;

Quality Service Delivery

Provide leadership, direction and guidance for the development, implementation and evaluation of plans, programs, activities, operational policy and procedures needed for an effective regional delivery system of community services;

Oversee regional service planning, information management, and administrative support for service delivery;

Guide the implementation of prevention and community engagement strategies within the human services system of services, department specific programs and the network of community providers;

CLASS CODE: 1079

TITLE: DIRECTOR, NEIGHBORHOOD COMMUNITY SERVICES

GRADE: E-12

Page 2

Oversee the coordinated service planning and service referral/scheduling to determine initial eligibility for basic services and emergency assistance;

Ensure critical trend data information is disseminated to all departments and establish planning methods to address emerging trends in a coordinated manner;

Establish a coordinated approach to the provision of transportation services to clients of the human services system;

Implement policies to facilitate the equitable use of public facilities and technology resources including county owned athletic fields, gymnasiums, and community facility space;

Oversee the operation of service and resource centers as a focal point for service delivery and monitor services for the efficient and effective delivery of services and collaborative approaches with community partners develop partnerships with neighborhoods, community organizations, faith-based organizations and other county agencies to provide community-sponsored and community-led services that meet the specific needs of the unique communities;

Coordination of Work with System, Community and Business Stakeholders

Guide the development of strategies to build community capacity to support needs of the system and community;

Plan and implement a coordinated approach with other human service, county, school and community partners to address countywide and specific regional issues and oversee cross-system and regional projects;

Establish and maintain effective working and diplomatic relations with staff, boards, commissions, the public and representatives from governmental, industry, media and other agencies;

Communicate and interpret goals, programs, policies and procedures to staff, the public, and other County departments and state and local agencies;

Workforce, Budgeting and Program Performance Accountability

Manage human service performance accountability approaches to include reporting service and community outcomes;

Convene meetings with community leaders to resolve issues and expand resources;

Oversee the workforce development efforts for the agency as it relates to agency-wide competencies for community engagement, service integration and use of evidence-based practices and approaches;

Direct the preparation, justification and monitoring of the Department budget.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Extensive knowledge of the principles and practices of community based services, human services programs, and the ability to apply them appropriately;

Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis), and the ability to apply them in overseeing a variety of services;

Knowledge of Federal, State, and County laws and regulations affecting human services, and the ability to interpret and apply them correctly;

Demonstrate a high degree of maturity, integrity, and good judgment;

CLASS CODE: 1079

TITLE: DIRECTOR, NEIGHBORHOOD COMMUNITY SERVICES

GRADE: E-12

Page 3

Ability to link agency and system wide strategic thinking and priorities with division specific operational plans;

Skill in solving problems and resolving conflicts;

Ability to analyze data and draw sound conclusions;

Ability to develop and implement departmental goals and objectives;

Ability to effectively coordinate and implement departmental changes;

Ability to effectively manage, train and motivate employees;

Ability to plan, direct and coordinate the work of a large staff;

Ability to provide effective leadership;

Ability to communicate clearly and concisely, orally and in writing;

Ability to establish and maintain effective working relationships with subordinates, coworkers, County officials, public- and private-sector organizations, community groups, and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Bachelor's Degree in human service administration, public administration, health administration, community development, or a related field;

PLUS

Five years of experience managing a large professional staff engaged in the provision of human services and/or community and neighborhood activities and services. Two years of the requisite experience must involve coordination of work with police, public schools, and community leaders; strategic planning, implementation and performance accountability for a large agency with multiple service areas; and supervising multi-functional teams of professionals and work.

CERTIFICATES AND LICENSES REQUIRED:

None

ESTABLISHED: May 4, 2010

CLASS CODE: 1079

TITLE: DIRECTOR, NEIGHBORHOOD COMMUNITY SERVICES

GRADE: E-12

Page 4