

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1143

TITLE: DEPUTY DIRECTOR HUMAN SERVICES ADMINISTRATION

GRADE: S-33

DEFINITION:

Under direction, assists the Director in administering, planning and coordinating the work activities of the department; manages and oversees the activities which support the direct services and or programs of the department; serves as an integral member of the senior management team; assumes responsibility for the department's operations in the absence of the Director; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Deputy Director is distinguished from the Director in that the Deputy assists the Director in managing the entire scope of the department whereas the Director has ultimate accountability for the department and programs.

ILLSTRATIVE DUTIES:

Participates in developing departmental policies and procedures;
Analyzes financial and statistical reports;
Oversees complex research and analysis projects on a continuing basis;
Prepares special reports for County-wide use;
Evaluates the performance of subordinate staff;
Directs the study of systems and processes to facilitate improvement of operations and services;
Plans, directs and coordinates the work of the agency's branches;
Monitors the preparation of the agency's budget;
Oversees the procurement of grants and contracted client services;
Oversees the preparation and maintenance of personnel transactions and records.
Maintains a liaison with human service agencies to facilitate the coordination of client services;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles and practices of public administration, including organization, personnel, budgeting, and management analysis, and the ability to apply them effectively;
Thorough knowledge of the agency functions to be supervised;
Thorough knowledge of the philosophy and provisions of pertinent federal, state and county laws, and the ability to interpret them accurately;
Thorough knowledge of research and process improvement methods;
Ability to implement and evaluate measures of success in meeting desired outcomes;
Ability to effectively administer agency-wide policies and procedures;

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

Ability to develop and apply new insights, innovative solutions or nontraditional approaches to improve efficiency and effectiveness;

Ability to collaborate across organizational boundaries to find common ground with a widening range of stakeholders;

Ability to see and understand the big picture of human service programs and the county;

Ability to identify interrelationships across the organization and their role in meeting department and county mission and vision;

Ability to collaborate across organizational boundaries to find common ground with a wide range of stakeholders.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a bachelor's degree in public administration, social services, human services, or a related field; plus six years of professional experience in social services or human services, two years of which must have included supervising professional staff. A master's degree in an appropriate field may be substituted for one year of the required experience.

REVISED: June 26, 2007
ESTABLISHED: March 6, 1989