

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1154

TITLE: DIRECTOR, OFFICE TO PREVENT HOMELESSNESS

GRADE: E-08

DEFINITION:

Under the policy direction of the Governing Board of the Community Partnership to Prevent and End Homelessness and the administrative direction of the County Executive, provides executive level leadership, management and administrative direction to county and community-wide efforts in implementing the Fairfax-Falls Church Plan to Prevent and End Homelessness; works in collaboration with the Governing Board and standing Interagency Work Group (IAG) to coordinate the policy, process, and budgetary decisions to align county and community efforts to prevent and end homelessness; orchestrates coalition building and fundraising efforts to coordinate the development of community resources in order to expand housing options, resources and services to prevent and end homelessness; directs a small but diverse staff including employees and volunteers in the execution of the Office's mission; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Executive Director, Office to Prevent and End Homelessness, is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

ILLUSTRATIVE DUTIES:

Collaborates with the Governing Board and the IAG, a broad-based operational management work group of community-based, non-profit, faith-based, for profit and County Agencies, to coordinate operational policy process and budgetary decisions to appropriately align county and community efforts with implementation plans to prevent and end homelessness;

Provides strategic direction to and oversees the development of annual work plans within the framework of the implementation plan for review and approval by the Governing Board;

Works with the Interagency Work Group established as part of the Community Partnership to Prevent and End Homelessness to implement work plan activities from the approved implementation plan;

Assists the Governing Board of the Community Partnership to Prevent and End Homelessness in facilitating broad community engagement and participation to prevent and end homelessness;

Builds strong, effective relationships and fosters collaboration among public agencies, nonprofit agencies, for-profit businesses, faith communities, and other community-based organizations to promote broad-based understanding of homelessness and community commitment to achieving the goal of ending homelessness;

Works in collaboration with a standing Interagency Work Group, a broad-based operational management work group of community-based, non-profit, faith-based, for-profit and County agencies, to coordinate operational policy, process and budgetary decisions necessary to align county and community efforts with implementation plans to prevent and end homelessness;

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Works with elected and corporate leaders, the Fairfax County Redevelopment and Housing Authority, the Workforce Investment Board, and nonprofit, community and faith leaders to develop options for housing and coordinated services that will move people from homelessness towards greater self-sufficiency and independence;

Promotes the understanding of and assures development of policy and process changes necessary to implement the plan for integrated assessment and access to services, prevention of loss of housing, and rapid placement in appropriate housing that is envisioned through the Housing Opportunity Support Team model for the Community Partnership;

Establishes and manages a system of measures and indicators to track progress in plan implementation;

Ensures coordination of data collection, analysis and reporting in order to promote shared accountability for achievement of planned results;

Through a Consumer Advisory Council, ensures input from current and formerly homeless persons and persons at risk of homelessness when recommending changes to policy, procedure and practice to the Governing Board and Interagency Work Group;

Plans, organizes and directs a small, diverse staff of employees, community volunteers and deployed staff from other agencies in the execution of the Office's mission;

Serves as Executive Secretary of the IAG and Consumer Advisory Council, and as member of the County's Human Services Leadership Team and the County Executive's Senior Management Team.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of community coalition and partnership building;

Extensive knowledge of the issues and complex systems that impact homelessness such as poverty, employment, mental health, substance dependency, foster care and criminal justice;

Ability to conduct community fundraising;

Ability to cultivate strong collaborative relationships between a diverse range of public, private, faith-based, and community organizations;

Ability to work collaboratively towards goals with community and business leaders, elected officials, boards, authorities and commissions, and senior level public and private sector managers;

Ability to work effectively with a broad range of constituents, including consumers, social services and housing providers, employment services, volunteers, government officials, business people, and others;

Ability to motivate staff and volunteers to work collaboratively as a team to implement plans;

Ability to coordinate with a wide variety of stakeholders to reach a common goal;

Ability to analyze and resolve complex problems;

Highly developed skills in oral and written communication to include making presentations to a wide variety of audiences;

Highly developed skill in managing complex organizational relationships.

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EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Graduation from an accredited four year college or university with a degree in business administration, public administration, finance, psychology, or a human services related field;
PLUS seven years of progressively responsible work in management, community coalitions and community fundraising.

CERTIFICATES AND LICENSES REQUIRED:

None.

EXEMPT CODE CHANGE:	June 2009
RETITLED:	September 3, 2008
ESTABLISHED:	August 14, 2008