

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1177

**TITLE:** DIRECTOR, OFFICE OF HUMAN SERVICES

**GRADE:** S-33

**DEFINITION:**

Under general direction, to plan, organize, and direct the activities of the Office of Human Services Programs; and to do related work as required.

**TYPICAL TASKS:**

Directs the staff and activities of the Area Agency on Aging, Human Services Information and Referral Office, the Re-entry Women's Employment Center, and human services colocation centers;

Supervises the staff and monitors the activities of the Commission on Aging, Commission for Women, Commission for the Handicapped, Health Care Advisory Board, and Group Residential Facilities Commission;

Plans and directs health planning, refugee service coordination, and coordination of general fund grants;

Plans, directs, and participates in interagency human service studies, analyses, and special projects.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of human services provided by the County, State, Federal Government, and volunteer organizations;

Knowledge of and the ability to apply the principles of public administration, including organization, personnel, budget, and management analysis;

Ability to research, analyze and evaluate complex data and develop perceptive and innovative recommendations;

Ability to express oneself effectively, both orally and in writing;

Ability to effectively supervise others;

Ability to deal effectively with County officials and the public.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to a Bachelor's degree in a social science or a related field, plus five years of progressively responsible experience in human relations and/or a social program, including two years of supervisory responsibility; preferably possession of a Master's degree.

ESTABLISHED: April 26, 1982

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