

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1195

TITLE: DIRECTOR, HUMAN SERVICES ADMINISTRATION

GRADE: E-10

DEFINITION:

Under the policy and administrative direction of the Deputy County Executive for Human Services, plans, directs and oversees the work of the Office of Human Services Administration, which supports Family Services, Family Court, Health Services, Mental Health/Mental Retardation/Alcohol and Drug Services, Community and Recreation Services, and the Office of Human Services Systems Management by performing the following functions: financial management; human resource management; resource development; physical environment management; and information technology; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class 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:

Oversees the budgeting, accounting, purchasing, decentralized and centralized personnel administration, procurement and monitoring of contracts and grants, information technology, resource development (e.g., grants, public-private partnerships), physical environment management (e.g., leasing, space planning), vehicle management, and motor pool utilization functions for the human services system;

Coordinates administrative services with the rest of the overall human services system, ensures that they are fully integrated with the human services delivery system, resolves problems that arise, and eliminate barriers that restrict timely delivery of services;

Develops and implements policies and procedures for the provision of administrative services; Streamlines business processes and eliminates duplication of effort;

As a member of the Human Services Management Team, works directly with the Deputy County Executive for Human Services, the Service Areas, and the Office of Human Services Systems Management to develop organizational goals and objectives; identify the need for, develop, and recommend policy changes that enhance the integrated service delivery system; implement policies and procedures which ensure that the County's overall human services system complies with Federal, State, and County laws and regulations; ensure that programmatic requirements are addressed; and facilitate the exchange of information among team members to ensure that administrative services are being provided in an effective and timely manner;

Monitors, analyzes, and makes recommendations to the Management Team regarding the proper deployment of the administrative work force, based on the service requirements necessary to effectively enhance the service delivery of the overall system;

Prepares the budget for the overall human services system;

Analyzes financial and statistical reports and prepares special reports.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis), and the ability to apply them in support of a variety of service areas Knowledge of the County's administrative processes and procedures; Knowledge of Federal, State, and County laws and regulations affecting administrative services, and the ability to interpret and apply them correctly;
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 develop 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 Business Administration, Public Administration, or a related field; PLUS
Five years of professional-level experience managing administrative services (i.e., budgeting, personnel, procurement, accounting, etc.) for a large agency and supervising a staff of professionals.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

EXEMPT CODE CHANGE:
ESTABLISHED:

June 2009
May 16, 1994