

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3263

TITLE: NEIGHBORHOOD AND COMMUNITY SERVICES DIVISION DIRECTOR

GRADE: S-33

DEFINITION:

Directs, plans, manages, and develops strategies and initiatives for system-wide and/or regional delivery systems associated with community engagement and planning, prevention programming and services, resource development, service coordination and integration, and other human services programs and projects; and performs related work as required.

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 job description.)

Leads the planning, development and coordination of strategic county and agency initiatives. Establishes and supports partnerships within the county (public safety, schools, other human services departments, etc.) and with outside community leaders (faith, private organizations, other public organizations, etc.)

Facilitates civic engagement and promotes service integration throughout the entire Human Services system.

Initiates and conducts a needs assessment and resource analysis to identify the existing level of services provided and to recognize future needs.

Defines objectives and develops plans and projects, including an annual work plan, for the effective use of resources; provides technical and administrative liaison between the community-based groups and private industry.

Ensures the coordination of service responses with other human services agencies, businesses, and community-based organizations.

In coordination with other NCS Division Directors, manages workforce development efforts, and plans and coordinates neighborhood, regional, and countywide service planning, managing the integration of evidence based prevention and community practices within the service delivery partners model.

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 team-based management and conflict resolution;

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

Thorough knowledge of the principles and methods of organizational development and management;

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;

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Knowledge of Federal, State, and County laws and regulations affecting human 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:

Graduation from an accredited four year college or university with a bachelor's degree in social services or human services, or with major course work in a specialty that confers within a community-based service delivery setting (for example, child development and family studies, education, public administration, recreation), or other related field; PLUS five years of professional experience in the social services, human services, or other community-based service delivery service or setting, including three years of experience supervising a major organizational unit of professional human service workers. A master's degree in an appropriate field may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

New County employees must satisfactorily complete a criminal background check and a check of the Child Protective Services Registry. May be required to provide emergency services work in the event of an emergency or disaster.

REVISED: June 22, 2010
RE-TITLED: April 27, 2010
ESTABLISHED: May 16, 1994