



COMMUNITY SERVICES DIRECTOR

DEPARTMENT: COMMUNITY SERVICES

GRADE 55

CHARACTERISTICS OF THE CLASS:

Under administrative direction of the City Manager performs social work in the direction of the activity of the City's Community Services Program. Work involves implementing and administering the approved project grant application and award, establishing operating guidelines, supervising the project staff, administering the project budget, establishing guidelines for evaluating adherence to contract provisions and preparing training materials for the project staff. The incumbent reviews the work of subordinates for adherence to accepted standards of social service work and departmental policies. Work is performed with considerable independence within established laws, rules and regulations governing the program. Work is reviewed through conferences, written reports for adherence to established policies and results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Prepares the annual application for funds.
2. Directs and coordinates the planning, development, and evaluation of project objectives and activities based on an assessment of the needs of the elderly who participate in, and those who are in need of the program.
3. Administers the project budget effectively.
4. Implements policies and procedures necessary for the efficient administration of the project.
5. Supervises the project staff; prepares training materials.
6. Prepares various reports on the status and progress of the project as required.
7. Serves as a local advocate for seniors.

NOTE:

The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Bachelor's degree from an accredited college or university in social services; supplemented with four (4) years of experience in administration and supervision in community services, social services, aging, food services or a health related program; or an equivalent combination of training and experience.

B. Knowledge, Abilities and Skills:

Knowledge of the principles and practices of social and human service work and of case work methods and techniques.

Knowledge of the services offered by the City and by other public and private agencies in the area.

Knowledge of laws, rules and regulations effective in the City relating to social services.

Knowledge of modern office practices and procedures.

Ability to plan, supervise, and direct the activities of a group of sub-professional and clerical personnel.

Ability to work with and obtain the cooperation of clients, their families, other agencies and interested groups.

Ability to conduct correspondence and to prepare and submit comprehensive reports.

C. Physical Requirements: 2

D. Environmental Requirements: 1

E. Sensory Requirements: 3,8,9