SAN JUAN COUNTY

POSITION DESCRIPTION

Position Title: Human Services Manager

Date: January 3, 2008

Reports to: Community Services Manager

Department: Health & Community Services

FLSA Status: Exempt

Positions Supervised: Fiscal Support Technician, Prevention Coordinator

BASIC FUNCTION: Coordinates, plans, directs, and supervises Human Services program areas including Developmental Disabilities (DD), Mental Health (MH) and Substance Abuse Treatment and Prevention for the citizens of San Juan County.

MINIMUM QUALIFICATIONS: Requires Bachelor’s degree in psychology, substance abuse treatment, social work or closely related field, and a minimum of five years related professional experience and three years supervisory or administrative experience including working with substance abuse intervention and treatment programs, the developmentally disabled, and mental health; or any combination of education and experience which provides the applicant with the skills, knowledge and abilities to perform the essential job functions. Requires valid Washington State driver’s license.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Responsible for the supervision of the Human Services programs and support staff as well as program planning, monitoring, and evaluation of Human Services programs for the citizens of San Juan County.

*2. Responsible for developing budgets for the three program areas; approves all Division expenditures and payments to vendors.

*3. Maintains a positive working relationship with officials from federal, state, and local governments to acquire, negotiate, execute, and administer contract funds, necessary licenses, and certifications. Negotiates contract language, funding distributions, and represents the county in fiscal, procedural, and policy matters with outside agencies.

*4. Maintains a positive working relationship with the Health and Community Services Advisory Board appointed by the County Council.

*5. Contracts with qualified providers in the community; negotiates and develops contractual terms for services; evaluates and monitors all programs, outcomes, and fiscal activities of same. Supervises contract work in accordance with BARS, RCWs, WACs, and county implementation guidelines.

*6. Responsible for troubleshooting and problem-solving with area agencies, clients, advocates, etc. Enhance departmental visibility by interfacing with schools, ESD, DSHS, DVR, DDD, DMH, DCFS, CSO, community coalitions, etc., to maximize resources.
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7. Responsible for attending workshops, conferences, informational meetings, etc., to remain current in all three program areas. Work closely with community groups to find ways to collaborate, share resources, etc. Represents Human Services for San Juan County at state and local meetings.

8. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

9. Serves as designated alternate for San Juan County Council to the North Sound Mental Health Administration Board of Directors.

10. Performs related duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication. Requires minimal bending or lifting. Position requires significant reading, written, and verbal communication, and the ability to perform simple mathematical calculations.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle</td>
<td>7.5</td>
<td>Daily, Weekly, Monthly</td>
</tr>
<tr>
<td>Telephone</td>
<td>12.5</td>
<td>Daily, Weekly, Monthly</td>
</tr>
<tr>
<td>Copy machine</td>
<td>2</td>
<td>Daily, Weekly, Monthly</td>
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<tr>
<td>Fax</td>
<td>.5</td>
<td>Daily, Weekly, Monthly</td>
</tr>
<tr>
<td>Computer</td>
<td>9</td>
<td>Daily, Weekly, Monthly</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Office environment with frequent field visits to agency settings under generally favorable conditions. Requires occasional inter-island travel by air and ferry. Requires out-of-county travel several times per month to meetings and training sessions. Hours may exceed the standard 8 hour day. May be required to work evenings, weekends or holidays.