CLASSIFICATION DESCRIPTION

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Deputy Director of Human Services</th>
<th>Code</th>
<th>147300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Human Services</td>
<td>FLSA</td>
<td>Exempt</td>
</tr>
<tr>
<td>Pay Range</td>
<td>Executive 07</td>
<td>Represented</td>
<td>No</td>
</tr>
</tbody>
</table>

GENERAL SUMMARY
The Deputy Director assists in the management and coordination of the Department. This position is responsible for providing day to day oversight and management of assigned divisions within the department. The Deputy acts on behalf of the Department Director and assumes the duties of the Director in his/her absence or as directed.

SERIES CONCEPT
None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

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Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Manage operational activities; strategic planning and implementation of department-wide initiatives and projects; coordination of major projects and continuous quality improvement activities.
- Effectively coach, counsel and manage the work of managers, supervisors, and staff.
- Develop and interpret policies and procedures to ensure adherence to all applicable laws, regulations, and policies.
- Oversee grant proposals; provide leadership in the preparation, monitoring and administering the department’s operating budget.
- Monitor changes in federal, state, and local laws and regulations to ensure department maintains compliance and is positioned to take advantage of opportunities.
- Serve as an advocate for clients and customers of the department, and keep stakeholders and advocates informed.
- Prepare reports and other materials and present information to administrative officials, County Council, citizen advisory groups, and community groups, or public bodies.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.

Other Job Functions
- Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
Bachelor’s degree in business or public administration, or related field and five or more years of progressively responsible management experience, including three years in a supervisory capacity or any equivalent combination of education and experience which clearly indicates the ability to perform the essential functions of the position is required.
Licenses or Certifications

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS
Master’s degree.

SUPERVISION
The Deputy Director of Human Services reports directly to the Director of Human Services and has full supervisory responsibility for assigned employees.

COMPETENCIES
Knowledge of:
- Diversity, equity, and inclusion strategies.
- Strategic planning and change management approaches.
- Continuous process improvement techniques.
- Methods and techniques of budget preparation and execution, grant administration and auditing.
- Principles of effective management and supervision.
- Pierce County organizational structure and relationships of the department with other County departments, the Pierce County Council, and outside agencies.
- Current developments and trends in the field of social services; social and health care resources available within the community and legislative issues impacting social service-related programs.

Skill in:
- Working with a variety of individuals from diverse backgrounds.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies, and procedures and in effective problem-solving.

Ability to:
- Analyze situations quickly and determine proper course of action
- Plan and establish goals and objectives for long range goals.
- Establish and maintain collaborative working relationships with all levels of staff and groups, both internal and external to the County.
- Develop and administer complex policies and procedures, regulations, systems, and other activities.
- Work under stress and pressure and respond to crises or emergency situations.
- Understand, follow, and deliver written and verbal instructions.
- Communicate effectively verbally and in writing.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme cold (\text{below 32 degrees})</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (\text{above 100 degrees})</td>
<td>Seldom or Never</td>
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<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
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<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
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<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ \text{decibels such as heavy trucks, construction})</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is general sedentary. Work is performed at a desk or other workstation for prolonged periods. Ability to concentrate with frequent interruptions and general office noise is required. Finger dexterity is required to use and operate a personal computer and related office equipment. The use of eyesight to read and interpret policies, procedures, regulations, contract agreements, and related management correspondence. The use of verbal and written communication is performed on a frequent basis. Ability to travel to various work sites and attend meetings away from regular work site is required.