

MAJOR FUNCTION

This is responsible professional work administering human services programs to support a sustainable and resilient community. Work involves managing the daily activities of specified human services programs to ensure optimal program efficiency and effectiveness. The employee is charged with monitoring contract compliance, providing information and referral services, and assisting various human services initiatives. Work is performed under the general administrative direction of the Human Services Manager; however, the employee is expected to exercise independent judgment and initiative in performing daily tasks. Work is reviewed through conferences, reports and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists with tracking quarterly and year-end reports, program implementation status, contract expenditures and reimbursement requests. Monitors each agency's legal nonprofit status to ensure compliance with local, state, and federal laws and regulations. Assists in preparing division reports. Assists with tasks associated with implementing and executing human services programs and initiatives. Tasks associated with human services programs and initiatives include disseminating information, managing the online portal system, coordinating agency site visits, and completing all assignments associated with the programs. Participates in contract management functions. Directs the application process for the human services programs and initiatives. Provides information, technical assistance, and coordination of efforts to nonprofit agencies interested in participating in City programs. Responds to community inquiries regarding human services needs and resources. Provides technical assistance to nonprofit agencies. Performs related work as required.

Other Important Duties

Completes special projects as assigned. Performs related work as required. Performs essential personnel duties during emergency response.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the principles and practice of social work, community resources, grant programs and program outcomes. Knowledge of local human services programs. Knowledge of grant proposal development and preparation. Ability to maintain comprehensive records of human services activities and prepare related reports and correspondence. Ability to communicate effectively, clearly, and concisely, orally and in writing. Ability to assemble, organize and present in written and oral form, statistical, financial information obtained from a variety of sources. Knowledge of federal, state, and local laws and regulations specific to the human services field. Ability to collect and analyze data and present in graphic form. Ability to recommend responses to human services needs based on programmatic and statistical data. Ability to keep accurate fiscal and programmatic tracking systems. Ability to analyze facts and exercise sound judgment in arriving at conclusions. Ability to establish and maintain effective working relationships with peers, supervisors, other agency personnel, the public, and in cross cultural situations. Skills in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in sociology, social work, psychology, business or public administration, planning, or a related field, and one (1) year of professional experience that includes contract management, program planning, grant programs or budget management; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 09-12-20