

GREEN LAKE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES

TITLE: DEPUTY DIRECTOR

APPROXIMATE NUMBER OF EMPLOYEES IN CLASSIFICATION OR WITH SAME TITLE: 1

DEPARTMENT/UNIT: Department of Health & Human Services

LOCATION: Human Services Center

REPORTS TO: Health & Human Services Director

PURPOSE OF POSITION: Under the supervision of the Director, The Deputy Director serves as the program manager and supervisor of units assigned by the Director and/or Health & Human Services Board. Administers and monitors all personnel matters within the Department; provides overall assistance to the Director in all phases of agency operations and assumes full responsibility in the Director's absence.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

A. Essential Functions:

Approximately 30% of the time is spent administering, monitoring, maintaining all personnel matters within the Department. This includes providing supervision and direction to Unit Managers as assigned by the Director.

Approximately 25% of the time is spent providing direction, input and technical assistance, development and coordination of programs/services for assigned units. This includes writing or assisting in writing grant proposals, ensuring implementation and evaluations.

Approximately 20% of the time is spent carrying out activities to evaluate the effectiveness of existing services and making recommendations to change and improve service effectiveness. This includes conducting studies for the purpose of delineating service needs and gaps in both purchased and provided services, and plans for the development and needed services including funding, etc.

Approximately 20% of the time is spent in assisting in all management phases of the agency including assisting in the development of the annual budget, oversight of all contracts for the services purchased and also including performing the functions of the Health & Human Services Director in his/her absence.

The remaining time is spent serving as Deputy Records Administrator, insurance of compliance of programs with appropriate County Client Complaint Coordinator, State and Federal rules and regulations.

B. Marginal or Non-essential Functions: None.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS: Over 75% of the time is spent sitting, hearing (listening), and use of near vision. Another 50% of the time is spent talking and keyboarding. In unusual or non-routine situations, it may be required to stoop, kneel, crouch, climb, bend/twist, reach, use of far vision skills, use of low to medium carrying skills (up to 40 pounds), low pushing/pulling skills, low handling skills and medium to high fingering skills.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS: Over 75% of the time is spent working inside. In unusual situations, there may be a threat of physical attack or injury from clientele.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS: Keyboard, calculator, copy machine, computer terminal, fax machine, dictation equipment, telephone, and an automobile.

QUALIFICATIONS NEEDED (EDUCATION SKILLS): A Master's Degree in Human Services, Social Work or Administration with considerable experience in administration or supervision; or a Bachelor's Degree and a combination of experience and training which provides the required knowledge, skills and abilities. Basic every day living skills, the ability to understand, follow and provide directions, as it relates to policy, procedures and supervision. Reading, writing, adding and subtracting, as it relates to reading, monitoring, and developing budgets and contracts. It is important to have general professional knowledge of accounting, nursing, aging, mental health, alcohol and drug abuse, chronically mentally ill, child welfare and other human services areas.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its' judgement, to be proper.