



# COUNTY OF NYE

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## CLASS TITLE: DIRECTOR, HUMAN SERVICES

### BASIC FUNCTION:

Under direction, supervises and directs the day-to-day operations of the County's welfare programs, including but not limited to the indigent medical program and various grant programs.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Develops guidelines and standards for use in administration of programs in conformity with responsibilities mandated by State statute and County ordinance.
2. Responsible for monitoring, preparation and submission of monthly, quarterly and yearly grant reports as well as responsible to attend mandatory meetings and training for grants applicable to the Department.
3. Prepares, implements, and monitors annual budget for Health & Human Services, taking into account all funding sources, including State, Federal and County. Prepares grant requests. Responsible for administration of all program income, expenditures, accounting procedures and financial reports.
4. Monitors and assesses community needs to determine programs and services to meet those needs.
5. Responsible for the hiring and training of department personnel.
6. Engages in extensive public relations with hospitals, vendors, media and the public; and maintains a good rapport with other County Departments and outside agencies.
7. Assists staff with complex case management and makes determination for approval/denial of applications for assistance, including medical indigent cases.
8. Represents Department, along with Senior Eligibility Supervisor, at all medical indigent appeal cases before County Manager, Board of County Commissioners and District Court.
9. Schedules quarterly meetings of Community Service Block Grant Tripartite Board; works with Advisory Board Chairman to prepare agendas, and conducts activities necessary for open meeting law compliance.
10. Performs duties of Senior Eligibility Supervisor when deemed necessary and other related duties as required.

**Knowledge of:**

- Knowledge of programs within the Department as well as those offered by other county, state, federal and private organizations;

***Skill in & Ability to:***

- Interact with people of different social, economic and ethnic backgrounds;
- Listen, observe, ask clarifying questions and authoritatively represent the department policies.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of GED or high school proficiency exam; two (2) years of related college coursework beyond high school; and experience closely related to the duties and responsibilities of the class.

**LICENSES:**

Valid Nevada Drivers License

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Supervisors all subordinate staff

**CONTACTS:**

State and Federal Employees, Hospital Personnel, Media Representatives, Private Organizations, Clients, County Personnel, Public and Board of Community Commissioners, Advisory Councils; and general public.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to lift cases of food for distribution from department counter

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal office environment.