

LANCASTER COUNTY
HUMAN SERVICES ADMINISTRATOR

NATURE OF WORK

This is a highly responsible administrative position involved in the planning, coordination and supervision of the county's human services delivery system. This is an unclassified position.

The Human Services department strives to provide citizens the opportunity to achieve the highest level of self-sufficiency, safety, and quality of life possible through an array of coordinated services. The Administrator advises elected officials, non-profit and private service providers, local funding organizations, and the community at large in the delivery of human services. Its purpose shall be to guide Lancaster County to respond to human needs in a collaborative, cost effective, and expedient manner with available resources and to assist in the development of new funding streams.

EXAMPLES OF WORK PERFORMED

Participate in joint community strategic planning activities with the United Way, Joint Budget Committee, Human Services Federation, and other local/regional entities.

Provide staff support to the City/County Joint Budget Committee and the Keno Prevention Committee during the application process from human service agencies for funding from governmental sources.

Work with United Way staff to develop and implement the joint application process for JBC/United Way grant funding cycle.

Oversee the efforts to provide a variety of services to youth at-risk of becoming or currently involved in the juvenile justice system, maintaining strong relationships with the County Attorney and local service providers, and researching new funding sources.

Oversee requests for general assistance benefits and support services for the general public, determine eligibility and coordinate multiple services and benefits available under Federal, State and County levels.

Provide support to the County Veteran's Service Officer and Veterans Services Committee with their responsibility to oversee veterans' requests for financial benefits and support services, coordinate multiple services and benefits available under Federal, State, and County levels; oversee the non-service/operational portion of VA budget.

Prepare and develop the annual departmental budget.

Direct the activities of professional, administrative, and clerical staff, consultants, sub-contractors, and temporary employees.

Participate as assigned on City, County, or community advisory committees, task forces and working groups involved in human service, juvenile justice, general assistance, or veterans issues.

Maintain liaison relationship with regional and state human service officials, participate in policy discussions and in the review of legislative proposals to strengthen the local human services system.

Provide technical assistance to local agencies seeking governmental funds as well as writing grants when appropriate for related government activities coordinating with the County Budget & Fiscal office.

Develop concepts involving new programs, management techniques, or system reorganization.

Perform related work and duties as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of community human service agencies.

Considerable knowledge in grant writing and alternate revenue sources.

Considerable knowledge of laws and regulations applicable to veterans' services and benefits.

Knowledge of support services in the community and services provided by such agencies.

Knowledge of the principals, practices and methods used in providing juvenile detention and release services.

Ability to establish and maintain effective working relationships with local agencies, community leaders, elected officials, and the general public.

Ability to supervise professional and clerical staff.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's Degree in social science, business or public administration or related field plus experience in area of human services.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in social sciences and business, public administration or any equivalent combination of training and experience that provides the desirable knowledge, skills, and abilities.