

DHHR REGIONAL DIRECTOR

Nature of Work: Under administrative direction, performs complex administrative and professional work in planning, directing and reviewing Health and Human Resources programs and activities in an established region of the state. Responsibilities include program planning and review; budget development and execution for local offices; compliance with mandated federal and state program requirements; effective liaison with federal, state and local agencies, advocacy groups and community organizations; staffing and other personnel requirements for regional staff; developing and monitoring office and system procedures for program effectiveness. Supervises a regional staff and local community service managers. Performs related work as required.

Examples of Work

- Accountable for the effective delivery of Health and Human Resources programs and activities in the designated region; for the cost effective use of staff and resources for program effectiveness; for quality programmatic activities through effective management and program evaluation.
- Assists in the establishment of program goals and objectives; establishes and monitors uniform office and program procedures in accordance with federal and state requirements.
- Oversees compliance with applicable state and federal regulations and program requirements; monitors and evaluates programmatic and local office effectiveness; oversees preparation of regular and special reports on program status.
- Forecasts program requirements for staff, equipment, materials and supplies; develops regional budgets and allocates funds to local offices by program priority and local need; monitors and approves expenditures.
- Performs in a liaison/advocacy role with local, state and federal agencies; collaborates with and responds to client advocacy groups, educational institutions and community service organizations; serves on a variety of federal, state and local committees; coordinates programs and office activities with local, state and federal initiatives.
- Supervises personnel activities for the region to include selection, recruitment and advancement of employees, training and development, performance evaluation and disciplinary matters.
- Oversees the procurement function for the region; approves purchases and supervises required recordkeeping.
- Maintains familiarity with modern principles and practices of human services programs and initiatives; facilitates programmatic and systems changes to meet client needs and supports approved program changes.

DHHR REGIONAL DIRECTOR (CONT'D)**Knowledge, Skills and Abilities**

Serves as a facilitator, teacher, mentor, and conciliator for all parties.

Knowledge of the philosophy, practices and principles of human services program administration.

Knowledge of federal and state laws, regulation, policies and programs in human services.

Knowledge of organization and management principles and practices.

Knowledge of public sector budget preparation and execution.

Knowledge of modern personnel management principles and practices.

Ability to plan, organize and evaluate multiple, complex human services programs on a regional basis.

Ability to comprehend and apply complex state and federal regulations, policies and procedures in the area of assignment.

Ability to plan and execute program and administrative budgets; to make cost-effective decisions in the use of staff and resources.

Ability to work effectively with federal, state and local agency personnel, advocacy groups, and community organizations.

Ability to express ideas effectively, orally and in writing; to make effective presentations of a programmatic nature.

Ability to supervise the work of administrative, professional and support staff.

Ability to prepare reports on program status.

Ability to evaluate program effectiveness and develop alternative actions for program effectiveness.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a Masters Degree in social work or business or public administration or related fields.

Substitution: Two years of full-time or equivalent part-time paid experience as described below may substitute for the Masters Degree.

Experience: Five years of full-time or equivalent part-time paid administrative or supervisory experience in a public or private human services agency.

Established: 2/17/94

Effective: 4/1/94