HUMAN SERVICES SUPERINTENDENT

DEFINITION
Under the direction of the Parks Recreation and Library Services Director, manages staff engaged in the development and delivery of Human Service programs and services.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Manages staff engaged in the development and delivery of Human Services programs and activities;
- Conducts and schedules meetings to determine Division goals and objectives, plan programs, organize and resolve problems and share information;
- Visits program sites to observe and evaluate personnel;
- Writes and supervises the preparation of proposals;
- Manages grant programs, tracks program goals, objectives and expenditures, prepares financial reports and conducts program evaluations;
- Negotiates contracts and agreements and monitors contract compliance
- Coordinates and networks programs, resources, referrals and personnel with community partners to maximize and improve services;
- Oversees the implementation of funded projects, and prepares and monitors division budget;
- Conducts assessments including surveys, focus groups, data analysis and task forces to improve and achieve quality of community life while promoting and publicizing programs to citizens;
- Trains assigned staff in the delivery of program services, develops and enforces division policies and procedures;

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of human service program development and program management methods and techniques, quality management and/or supervision practices, goal and objective development and presentation methods, grant proposal and budget negotiation techniques, and conflict resolution methods
- Skilled in managing, delegating, and evaluating work of assigned staff, prioritizing, scheduling, and monitoring service activities, in oral and written communication in English, in establishing and maintaining positive and productive working relationships with all levels of staff;
- Ability to effectively communicate verbally and in writing, perform essential duties with minimum supervision and to implement effective conflict resolution
- Proficient in the use of a personal computer and other electronic devices to include MS Office Suite and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A Bachelor’s degree from a four-year college or university in Human Services or closely related field, AND five (5) years progressively responsible experience in Human Services management, budgeting, grant writing and/or community networking including two (2) years at a supervisory level. Must possess at the time of application and maintain a valid California Driver's License.