

## **EXECUTIVE DIRECTOR OF HUMAN SERVICES**

### **NATURE OF WORK**

Serves the public with this highly responsible professional position charged with the administration of a two-county Community Action Agency and Head Start/Early Head Start programs.

### **DISTINGUISHING FEATURES**

Work involves having primary responsibility for administering and supervising the planning, organizing, coordinating, and evaluating of Department programs and services affecting primarily low income populations. Services and programs administered by the Department include: low-income energy assistance (LIHEAP), weatherization, Community Services Block Grant (CSBG), HUD Continuum of Care (CoC), State and Federal Emergency Solutions Grant (ESG), State Homeless Prevention Head Start/Early Head Start and other related programs. Policy for this work is guided by state and federal regulations and by a Community Action Administering Board of Directors vested with federal and state legal responsibilities for requesting and administering Federal and state CSBG, LIHEAP and Weatherization funds. All programs and services are also operated consistent with the policies and ordinances of the City of Rockford which serves as legal and fiscal grantee for grants administered by the Department.

### **ESSENTIAL FUNCTIONS** *(These essential duties are only illustrative.)*

Manages and supervises the activities of the Human Services Department, which provides direct assistance, early intervention and prevention programs and services to low-income populations designed to achieve and maintain economic stability.

Plans, assigns, and supervises the work of subordinates engaged in delivery services in a variety of areas, including pre-school education, nutrition, energy payment assistance, case management , community engagement, educational scholarships, emergency assistance, housing and homeless prevention; evaluates the effectiveness of department programs and prepares reports.

Supervises the preparation and periodic amending of the short and long range Community Action Agency plan for Winnebago and Boone Counties.

Attends meetings of the Community Action Agency Board of Directors and related Head Start Policy Council and provides and receives information and advice on programs, services and policy issues.

Confers with officials of foundations, businesses and local area, and state agencies in developing, establishing, and coordinating programs and services.

Confers with city officials and other city department heads on administrative matters.

Conducts a continuing review and analysis of existing programs and services; and promotes new programs and services.

Informs the public about department programs and services through media and meetings.

Prepares and maintains necessary records and reports.

Oversees financial and budgetary matters including authorizing expenditures and appropriate allocation of grand funds and grants management.

Ability to lead strategic planning and systems alignment of the Community Action Agency/Department in collaboration with the Community Action Board, staff, other City Departments and external partners.

Maintains reasonable and predictable attendance.

### **SUPERVISION RECEIVED**

Works under the supervision of the Mayor and City Administrator, who reviews work for the effectiveness of services provided, user satisfaction and results achieved.

### **SUPERVISION EXERCISED**

Exercises supervision over senior professional, technical and program support staff engaged in carrying out the various functions and requirements of their respective responsibilities. Supervisory responsibilities include assigning and evaluating work, resolving personnel problems, setting performance goals and standards, making hiring and disciplinary decisions, and performing other supervisory functions.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

Work is performed primarily in an office setting, although work activities require attending meetings and conferences that involve extensive traveling throughout the city, county, state and nationally as required.

### **SUCCESS FACTORS**

Thorough knowledge of Community Action Agency history, mission, values and related planning and programming principles and objectives.

Thorough knowledge of Community Action Agency activities and operations at the federal, state, and local levels.

Thorough knowledge of the principles, techniques, and methods used in the collection, analysis, and presentation of statistical, economic, and administrative data.

Considerable knowledge of the principles of organization, administration, and supervision.

Considerable knowledge of socio-economic factors influencing program participants, with particular reference to the special needs and problems of vulnerable populations - including those disadvantaged due to race, recent immigrant status, generational poverty, sexual orientation, disability, unemployed/underemployed and the elderly

Ability to plan, promote, coordinate, and evaluate Community Action Agency programs.



Reports to: Mayor  
Grade: 315

FLSA: Exempt

Ability to establish and maintain harmonious working relationships with community, city, state, and federal officials involved in planning and evaluating Community Action Agency programs

Ability to prepare and present reports and ideas in a clear and concise manner, orally and in writing.

Ability to provide information to legislators and advocate for constituency groups about community concerns affecting low-income populations.

Ability to plan, assign, and supervise the work of subordinate personnel.

### **EDUCATION, TRAINING AND EXPERIENCE**

Graduation from an accredited college or university with a Master's degree in public or business administration, social work, or closely related field, and ten years of increasingly responsible program management or community organization experience involving intergovernmental grant programs. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid IL Driver's License.

Must meet Illinois DCFS licensing standards.

Residency Requirement:

Effective June 1, 2018 all newly hired employees, including newly hired Department Heads, shall live within the municipal boundaries of City of Rockford within six (6) months of their completion of their introductory period.

Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.