



DANE COUNTY
invites applications for the position of:

Director of Department of Human Services

SALARY: \$72.00 Hourly
OPENING DATE: 03/03/23
CLOSING DATE: 03/24/23 11:59 PM
DESCRIPTION:

Dane County is currently looking for a Director of Department of Human Services, in Madison, Wisconsin. Minimum salary is \$72.00/hour (\$149,760/year) but negotiable based on commensurate experience. The successful candidate will negotiate an Employment Services Contract that provides for compensation and other benefits.

APPLICATION REQUIREMENTS:

Candidates should submit a Resume and a Letter of Qualifications that expresses your interest in the position. The Letter of Qualifications should describe in detail your education, training, and work history that has prepared you to direct the Department of Human Services. Make sure to use specific examples that clearly demonstrate your level of expertise and past responsibilities. The Letter of Qualifications should also include your vision for providing direct services in the community.

EQUITY, DEFINITION AND EXAMPLES OF DUTIES:

COMMITMENT TO EQUITY AND INCLUSION

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customers' needs through quality service is a shared goal. All employees must be able to demonstrate multicultural competence - the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

DEFINITION

Under the general administrative direction of the County Executive, this position organizes, implements and effectively and efficiently manages the operations of a multiple faceted Human Services delivery system utilizing a client-centered and community-based services approach. Performs related duties as required.

EXAMPLES OF DUTIES

Directs Departmental staff in programs related to children/youth/family services, economic assistance, behavioral health, services to seniors, physical and developmental disability, skilled nursing home care. Annually prepares and submits a proposed Departmental budget to the County Executive. Develops an annual comprehensive work plan including priorities, objectives and measurement indices for programs and services. Develops, recommends and implements policies and procedures. Directs the planning and implementation of new programs. Evaluates the effectiveness of existing programs and directs modifications accordingly. Evaluates the direct County provision of services versus the purchase of such services and makes recommendations on same. Directs the purchase of contracted service. Directs the monitoring of contracted services for compliance of services, costs and other factors to contractual specifications. Directs staff selection and development, including in-service training. Directs/promotes effective internal and external communication with staff, clients, client advocates, community organizations and private firms. Directs the application of decentralized decision making including participative management techniques. Directs the organization and maintenance of reporting and records systems including the application of electronic data and word processing. Represents the Department to the media, community agencies, professional organizations and the general public. Directs the preparation and negotiation of requests for federal, state and private grants. Prepares narrative and statistical reports for administrative and public review. Oversees Department facilities. Directly supervises the Department's Division Administrators, the Manager of Planning and Evaluation, and support staff for the Office of the Director. Staffs Health & Human Needs (HNN) Committee and the Human Services Board. Closely monitors the Department's budget on an ongoing basis. Participates on Statewide committees and organizations pertaining to the work of the Department.

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:

Education, Training and Experience:

EDUCATION: Any combination of education and training equivalent to a Master's degree in a related field (including but not limited to: human services, public administration, business administration, social work, criminal justice, or health care administration) OR a Bachelor's degree in a related field (including but not limited to: human services, public administration, business administration, social work, criminal justice, or health care administration) and two (2) years of experience.

EXPERIENCE: Any combination of experiences equivalent to five (5) years of leadership, oversight, or management in a related field (government, human services, business, social work, criminal justice, or health care).

Special Requirements:

Must have a valid driver's license, or access to reliable personal transportation, or equivalent.

Background Check Statement: Some positions may require a criminal background check which can include fingerprinting due to the nature of the job's responsibilities. Wisconsin's Fair Employment Law, s. 111.31 – 111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. However, Dane County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history (e.g., the nature of the crime and its relationship to the position, whether hiring, transferring or promoting an applicant would pose an unreasonable risk to the business, its employees, customers and vendors, etc.) Management reserves the right to make employment contingent upon successful completion of the background check.

Physical and Environmental Work Requirements:

Professional office work environment. Phone and computer use. Manual dexterity using fine and gross motor skills. Good visual acuity and hearing with or without corrective devices.

KNOWLEDGE, SKILLS & ABILITIES:

Comprehensive knowledge of management principles and practices including budgeting, planning, personnel management, participative management techniques, program evaluation and management information systems. Possession of or ability to gain thorough knowledge of federal, state and local laws, rules and regulations regarding the operation of programs. Possession of or ability to gain knowledge of governmental and private grant procedures. Ability to plan, organize and direct the activities of a large organization and staff. Ability to develop, implement, direct and evaluate client centered service programs. Ability to develop and effectively present ideas and concepts verbally and in writing to a variety of governmental policy and advisory boards or committees, governmental agencies, and the news media, employees and the general public.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/countyofdane>

Position #2023-00225
DIRECTOR OF DEPARTMENT OF HUMAN SERVICES
KM

210 Martin Luther King Jr Blvd, Room 418
Madison, WI 53703
(608) 266-4125

employee-relations@countyofdane.com

Director of Department of Human Services Supplemental Questionnaire

- * 1. Candidates should submit a Resume and a Letter of Qualifications that expresses your interest in the position. The Letter of Qualifications should describe in detail your education, training, and work history that has prepared you to direct the Department of Human Services. Make sure to use specific examples that clearly demonstrate your level of expertise and past responsibilities. The Letter of Qualifications should also include your vision for providing direct services in the community. Have you submitted a Resume and Letter of Qualifications?

Yes No

* Required Question