

CHIEF HUMAN SERVICES ADMINISTRATOR**NATURE OF WORK IN THIS CLASS:**

Directs the social services and public welfare programs and activities of the Division of Public Welfare, Department of Public Health and Social Services.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not include the duties listed.)

Directs bureau programs in Management Support, Economic Security, Social Services, Health Care Financing and Investigation and Benefits Recovery.

Plans and organizes the implementation of programs and coordinates the delivery of service to eligible recipients.

Promotes public interest and support for existing and new programs through the interpretation of unmet community needs.

Evaluates existing program activities, operations and requirements and initiates changes as necessary to enhance program effectiveness.

Interprets and ensures program compliance with pertinent laws, policies, regulations and other program guidelines.

Administers administrative policies and regulations for personnel, training and safety.

Supervises the preparation of the Division's budget and administers the funds.

Advises the Director of program activities and needs.

Maintain records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of social work.

Knowledge of social welfare program administration.

Knowledge of the principles and practices of public administration.

CHIEF HUMAN SERVICES ADMINISTRATOR
PAGE 2

Ability to develop and administer the island-wide coverage of social services and public welfare programs of the Department of Public Health and Social Services.

Ability to interpret, apply and make decisions in accordance with pertinent laws, regulations, policies and other program guidelines.

Ability to evaluate program effectiveness and implement/recommend changes in organization policies, and procedures to enhance effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

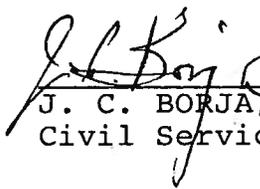
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of experience in human services administration, three years of supervisory experience, and graduation from a recognized college or university with a Master's Degree in the field of Human Services; or
- b) Any equivalent combination of experience and training beyond the Bachelor's Degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: July, 1986

PAY RANGE: 49



J. C. BORJA, Executive Director,
Civil Service Commission