

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

Administers an island-wide human service program within a bureau under the Division of Public Welfare, Department of Public Health and Social Services.

**ILLUSTRATIVE EXAMPLES OF WORK:** (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Administers human services programs that promote the general welfare of its clients or programs that evaluate the quality of human service programs.

Determines program priorities and direction in compliance with appropriate laws, policies, resources and human services needs.

Develops and oversees program, policies, plan and procedures.

Prepares state plans and/or grant applications for federal grant-in-aid programs. Negotiates contracts and interagency agreements.

Provides consultation and professional expertise in appropriate area of specialty.

Collaborates with human service professionals, community groups and the public in identifying human service or social welfare needs, developing a social welfare plan, coordinating and mobilizing community resources or evaluating the delivery of human services.

Prepares bureau budget in accordance with laws and administrative guidelines.

Maintains records and prepares reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles, practices, and techniques of Social Welfare and Public Administration.

Ability to plan and administer comprehensive human service programs.

Ability to interpret, apply and make decisions in accordance

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with federal and local laws, regulations, policies and other program guidelines.

Ability to prepare state plans and grant applications.

Ability to provide professional consultation in an appropriate area of specialty.

Ability to prepare the bureau budget in accordance with law and administrative guidelines.

Ability to work effectively with the employees and the public.

Ability to communicate effectively, orally and in writing.

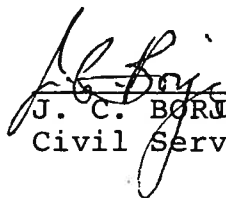
Ability to maintain records and prepare report.

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Three years of experience in human service administration work, two 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: 47

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