

Director of Human Services

The Director of Human Services administers the policies and procedures established by the County Administrator and Board of County Commissioners relating to the activities of the Department of Human Services.

The incumbent manages and integrates the delivery of all human services in the County of Somerset and provides the Board of County Commissioners and County Administrator with analyses and recommends solutions to a variety of policy issues affecting county government. Additionally, this position plans for and implements organizational development strategies to increase the county's efficiency and effectiveness. The position supervises the operation of the Department of Human Services and serves as the Division Head of Operations & Planning.

This position reports to the County Administrator.

Essential Functions

- Directs human services operations for the County.
- Supervises and assists high-level Division director staff to allow them to function as effectively as possible.
- Oversees the preparation of annual budgets for the Department of Human Services.
- Oversees nonprofit and grant funding.
- Analyzes information for the purpose of providing direction and support, making recommendations, maximizing resources, and ensuring operations are within budget.
- Makes policy recommendations to the County Administrator as necessary.
- Attends Board meetings and acts as an expert and key technical resource to the County Administrator and the Board of County Commissioners.
- Ensures County compliance with applicable County, State, and Federal regulations.
- Acts as chief liaison to key Human Service boards and committees.
- Assists a variety of external agency personnel for the purpose of providing information, general support, and risk assessment of County operations.
- Collaborates with internal and external personnel for the purpose of implementing and/or maintaining services and programs.
- Facilitates meetings, workshops, and seminars for the purpose of identifying issues, developing recommendations, and supporting programs.
- Researches technical topics and related legal/legislative issues for the purpose of evaluating compliance requirements and potential implications on County operations.
- Responds to a wide variety of inquiries from the County Administrator, staff, County personnel, other professional organizations, etc. for the purpose of resolving problems, providing information, and/or referring to the appropriate personnel.
- Communicates overall functioning and needs to the County Administrator on a regular basis to maintain optimal performance.
- Troubleshoots issues and potential controversies as they arise to ensure smooth operations.
- Evaluates employee performance and recommends promotions. Interviews full time and part time job applicants. Develops, directs, and coordinates testing, hiring, training and evaluation of staff personnel.
- Acts on behalf of the County Administrator when authorized.

Essential Qualifications

- Master's degree in Social Work or a related field emphasizing administration and management along with a minimum of ten years of human service-related experience.
- Experience in supervising a large staff and managing a significant budget is a requirement.
- Knowledge of human and social services systems, budgets, and supervision is critical.
- Experience as a visionary and strategic leader is a requirement.
- The incumbent shall possess comprehensive knowledge of the principles and practices of public administration.
- The position requires thorough knowledge of professional business practice and procedures, considerable familiarity with human resource planning, funding and contracting guidelines, ability to understand, interpret and implement local, state, and federal rules, regulations and policies, and an ability to establish and maintain strong working relationships with public officials, nonprofit and public sector provides, staff, and the general public.
- The incumbent must be able to analyze, develop, and interpret County policies, and to work harmoniously with all Departments, associates, subordinates, and others having an interest in County government.

Preferred

- A thorough knowledge of County policy and procedures.
- Five years of public sector experience.

[Please apply here.](#)

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