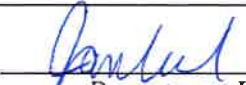



**DOÑA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Assistant Director for Health and Human Services		<b>PAY GRADE:</b> D62
<b>DEPARTMENT:</b> HHS	<b>FLSA:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
<b>REPORTS TO:</b> HHS Director	<b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>BARGAINING UNIT:</b> N/A	<b>SUPERVISOR:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>APPROVED:</b>		
 Department Head  Human Resources Director	9/28/21 Date 9/28/21 Date	

**I. PURPOSE SUMMARY.** Under the general supervision of the HHS Director, the Assistant Director supports the Director in the administration of the department and directly oversees, manages, and directs the operation of assigned divisions and programs.

**II. ESSENTIAL DUTIES.**

**A. Department Administration**

- Acts as the Director in their absence performing such tasks as approving human resource and finance functions, communicating with elected officials, and attending meetings/events.
- Monitors department budgets and expenditures, determines budget and staffing needs, and makes recommendations for efficient use of human and fiscal resources.
- Assists with the development of the departments strategic plan; tracks and reports on progress toward strategic goals.
- Supervises assigned staff; reviews staff's work to monitor performance and ensure completeness, accuracy and timeliness; provides feedback for performance improvement; and conducts coaching, counseling and disciplinary action as needed.
- Responsible for knowing and abiding by all department and county policies and procedures.

**B. Department Operations**

- Uses data and best-practice models to develop and implement programs that improve health equity in the county.
- Assists with and provides input to develop strategic objectives for the department and programs.
- Conducts research, trend analysis, and produces statistical, regular, and ad hoc reports to document outcomes and support a quality improvement process.
- Serves as principal investigator or program director for grant applications and funded programs as assigned.
- Implements continuous quality improvement process for assigned programs.
- Coordinates with other county departments and external partners, both governmental and non-governmental.
- Assists the Director in managing all operational and procedural aspects of the department including analyzing and developing departmental goals, policies and procedures, and implementing systems or policies to ensure efficient delivery of current services and to establish new services.

**III. ADDITIONAL DUTIES.** Performs other duties as assigned.

#### **IV. QUALIFICATIONS.**

**A. Education.** Bachelor's Degree in Public or Community Health, Public Administration, Family and Consumer Science or other related field.

**B. Education substitution.** In accordance with County policy.

**C. Experience.** Six (6) years of professional experience in public health, community health or social service field that includes program planning, implementation, evaluation, and administration of resources; at least two (2) of which were in a full-time supervisory capacity.

**D. Licenses/Certifications.** Must possess a valid driver's license;

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background check and driver's license record; Bilingual (English and Spanish) preferred

#### **1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Must have knowledge of community health and human service principles and practices. Must have knowledge of program planning, implementing, and evaluating. Must have knowledge of border population, and health disparities in the border region. Must be knowledgeable in data collection and analysis, reporting, trend analysis, and programmatic evaluation. Must have fundamental knowledge of contract writing, scope of work development, performance evaluation criteria, and budgets. Must have a fundamental knowledge of research theories, methodologies, and analytical reporting.

Must have leadership skills that include conflict resolution, staff development, and employee motivation, as well as ability to develop and understand budgets. Must have organizational skills and the ability to prioritize workload and manage multiple projects; analyze and evaluate information accurately and express ideas clearly when providing oral and written reports; and establish and maintain effective and cooperative working relationships. Must have ability to implement a continuous quality improvement approach.

#### **2. FREEDOM TO ACT.**

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee is responsible for independently planning, designing, and carrying out programs, projects, studies or other work. Results of work are considered technically authoritative and normally accepted without significant change. If work should be reviewed, the review concerns such matters as fulfillment of objectives, effect of advice, and influence over all program/department, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives usually are evaluated for such considerations as availability of funds and other resources, broad program goals, or organizational priorities.

#### **3. GUIDELINES AND JUDGMENT.**

Guidelines are broadly stated and nonspecific; e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

#### **4. PHYSICAL DEMANDS.**

The work is sedentary. Typically the employee sits comfortably to do this work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

**5. WORK ENVIRONMENT.**

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices. Some travel to and from various county locations and occasionally travel out of town is required.

**6. SUPERVISORY RESPONSIBILITY.**

Supervises managers, plans overall work objectives; established department goals and objectives; budgets and allocates resources; measures performance against goals and objectives. Directs professional or complex technical work. Identifies and analyzes internal program and policy issues affecting the department to develop recommended solutions.

**IV. EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*

