



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Deputy Director</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u>
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> <u>Director, Community Services</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>01/2023</u>
<b>DEPARTMENT:</b> <u>Community Services</u>		<b>JOB CODE:</b> <u>101</u>

**SUMMARY:**

The Deputy Director supports and assists the Director of the Community Services Department in the overall administration, management, planning, organizing, daily supervision and staff of the department, and serves as the Director in his or her absence.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Assists the Director with plans, establishing goals and objectives, directing, reviewing, approving, and evaluating the department’s procedures, programs, and services.

Assists the Director with developing and executing department policies, rules, and regulations. Assists the Director with hiring, assigning, briefing, developing, and directing personnel; resolves employee grievances.

Assists the Director in ensuring Boone County’s compliance with Missouri Statutes Sections 67.1775 and 210.861.

Assists the Director with preparing and administering the department budget. Administers the purchase and requisition of services needed to meet the department’s goals. Seeks, evaluates, and applies for grant opportunities that encompass the department’s mission.

Develops Requests for Proposal (RFP), reporting requirements, and target outcomes. Reviews and summarizes submitted proposals. Evaluates proposals for soundness of program design, theory of change, budget, and sustainability. Provides recommendations to the Community Services Board (Board). Negotiates and administers contracts; conducts site visits; administers projects; and engages in strategic planning and research.

Administers budget; monitors expenditures, reviews reports and invoices; administers department evaluation processes; monitors contracts for compliance with established performance targets; and develops process in the event of non-compliance.

Attends Board and committee meetings regularly. Assists in creating Board agendas, oversees the posting of agendas, and schedules meeting locations. Facilitates the creation of all Board meeting minutes and committee meeting minutes. Communicates critical information to the Board. Provides prompt, complete, and accurate information to the Board to keep members appropriately informed. Represents the Board in a positive and professional manner at community activities, awareness events, and to the media.

Maintains current research on community needs, indicators, and evidence-based practices. Develops and maintains a database of agency information including contact information, units of service, etc.

Coordinates department activities and services with other public and/or private organizations and ensures conformance with federal, state, and local regulations.

Responds to inquiries relating to the Community Services Fund. Provides technical assistance to agencies on RFPs, reporting, outcomes, best practices, and performance management.

Develops and assists with publications to ensure accountability and transparency, including design of website and annual report.

Supervises the Program Specialist(s) and other administrative staff deemed necessary by the Board. Hires, trains, directs administrative activities, and evaluates work performance.

Serves as the Director of Community Services in his/her absence.

Performs related duties as needed or assigned.

**KNOWLEDGE AND SKILL:**

1. Thorough knowledge of theories, methods, and practices related to the effective provision of a variety of community and social services. Extensive knowledge of the local social service community and leaders.
2. Comprehensive knowledge of County, state and federal statutes, codes and regulations related to social service delivery.
3. Ability to plan, organize, coordinate, and evaluate community service programs. Thorough knowledge of the needs and problems of socially disadvantaged people. Demonstrated leadership in local collaborative efforts on health and human services.
4. Skilled in the analysis of problems and able to evaluate and improve the efficiency and effectiveness of department resource utilization.
5. Thorough knowledge of grant preparation and administration, and contract administration.
6. Ability to successfully direct and evaluate subordinate personnel.

7. Ability to communicate effectively, both orally and in writing. Ability to prepare and present program budgets, written reports, and recommendations.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree or higher in the social services/related field or equivalent experience. Minimum five years' experience in either community service delivery or related research. Ability to build community partnerships to create a system of care. Must be organized, detail-oriented, and possess outstanding written and verbal skills. Must be proficient in the use Microsoft Office and able to learn software for data management.

**PREFERRED QUALIFICATIONS:**

Knowledge about community resources for children and youth of Boone County, Missouri. Knowledge of evidence-based practices for mental health, substance abuse, children, and youth services.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*