



THIEF RIVER FALLS, MINNESOTA 56701

Human Services Director

Pennington County is seeking candidates for the position of Human Services Director. This position is responsible for overseeing operations and staff of the Human Services department and assuring compliance with State guidelines, rules, statutes, and federal regulations.

Essential duties and responsibilities include, but are not limited to: directing and assist preparation of the agency's budget; federal, state, and county reporting requirements; supervise and oversee the agency's personnel; plan/evaluate agency programs and make recommendations to the County Board; public relations activities; represent the agency on various local, regional, and state organizations; other work as directed by the County Board.

Essential knowledge and skills include: principles of Human Services planning, program development and evaluation; knowledge of budgeting and fiscal management; supervision and management; develop and maintain working relationships; ability to delegate, supervise, and manage programs and services; interpret policies, guidelines, rules and statutes; communicate and promote the services, programs, and initiatives of the agency to serve the citizens of Pennington County.

Minimum qualifications of education and experience: Bachelor's Degree in Social Work, Psychology, Sociology, or related field and a minimum of 3 years supervisory and management experience in a public and/or private social service agency.

Pennington County offers an excellent benefit package, including health and life insurance and retirement pension. This position features a salary range of \$76,668-\$99,674.

Applications and a complete job description are available in the Auditor-Treasurer's office, 101 Main Ave. N., Thief River Falls, MN 56701 or on our website at <http://co.pennington.mn.us> – click on 'Employment'. Application deadline: May 22nd, 2019 at 4:30 p.m.

PENNINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

“Equal Opportunity Employer”

**POSITION DESCRIPTION
PENNINGTON COUNTY**

SECTION I: GENERAL INFORMATION

Position Title: Human Services Director	Department: Human Services
Immediate Supervisor's Position Title: County Board of Commissioners	FLSA Status: Exempt
Job Summary: Under the direction of the County Board, the Human Services Director is responsible for overseeing the programs, operations and staff of the human services department directly or through designated supervisory personnel engaged in the delivery of income maintenance and social service programs. Duties involve overseeing and monitoring agency budgets and programs to assure compliance with State of MN Dept. of Human Services guidelines, rules, statutes and federal regulations; collaborating with the community in developing and administering agency programs/services; supervising the preparation of required agency reports for local, state and federal agencies.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs the preparation of the agency's operating budget. Collaborates and works with agency supervisory personnel in planning and anticipating program needs, revenues and expenditures. 10%
 - a) Presents and defends the agency budget recommendations before the County Board.
 - b) Researches budget information and requests and presents findings to the Board.
 - c) Directs the preparation of agency budget reports and provides analysis regarding spending and revenue activities.
 - d) Approves the purchase of services in non-routine situations and reviews expense and revenue streams with the Fiscal Supervisor.
 - e) Reviews and approves billings for payment.
- Manages, supervises and oversees human resource activities for the Department of Human Services. 25%
 - a) Supervises, hires, recruits, interviews, disciplines and makes recommendations concerning the promotion, dismissal or demotion of direct reports.
 - b) Oversees and approves all agency personnel actions initiated by agency supervisory personnel.
 - c) Provides direct supervision to all child support staff.
 - d) Works closely with and monitors department activities to ensure program services are delivered consistent with program guidelines, rules and applicable laws.
 - e) Hold monthly administrative meetings and individual conferences with unit supervisors to discuss unit updates and personnel items.
 - f) Holds quarterly all staff meetings to present agency or program-based updates.
 - g) Recruits personnel, coordinates merit system procedures, and serves as the management representative for all initial grievances or disputes..
 - h) Oversees the maintenance of all personnel records and workforce statistics.

- Coordinates and/or prepares the writing of various program plans and grant applications. Conducts need analysis and surveys program supervisors, staff and public to provide a foundation to support planning efforts. Delegates the preparation of statistical, financial and activity reports to fulfill County, state, and federal reporting requirements. Daily 10%
- Plans and evaluates all agency programs and makes recommendations to the Board concerning major changes. Interprets, explains and monitors the implementation of state, federal laws, rules, statutes, guidelines or county policies to department personnel, Board members or the community. Confers with County Attorney for legal interpretation of matters concerning the agency. Develops agency policies and standards and participates in DHS program reviews and audits. 10%%
- Negotiates, prepares and manages purchase of service contracts with service providers for services not provided by the agency. Meets and confers with contracted providers and/or organizations wishing to contract with the agency, to discuss and gauge service gaps and service provisions, or to discuss concerns of a mutual nature. 10%
- Prepares and presents agenda items for monthly Human Service Committee meetings. Researches questions and issues brought up at committee meetings and reports back to the committee. Prepares minutes of all Human Service Committee meetings. 10%
- Conducts and performs various public relation activities. Participates and represents the agency on various local advisory committees; attends regional meetings to discuss issues faced by other human service agencies or planning initiatives; attends state Director group meetings. Promotes the agency agencies and programs by responding to presentational requests for local civic agencies or community organizations. Responds to all complaints lodged against the agency and determines actions to resolve issues or complaints.
- Performs other duties of a comparable level or type, as required.
 - a) Keeps abreast of changing development, trends and technologies in areas of expertise and responsibilities.
 - b) Attends conferences, seminars, regional meetings and services on various professional organizations.
 - c) Assumes special projects at the direction of the County Board.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Social Services Supervisor	1
2	Financial Assistance Supervisor	1
3	Fiscal Supervisor	1
4	Child Support Officer	4
5	Office Support Specialist	1
	TOTAL	8

INDIRECT SUPERVISION:**Number of employees indirectly supervised:**

All other Agency personnel

Total:

24

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:**

REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)			
less than high school diploma			BA/BS			
High school diploma or GED.			Major field of study or degree emphasis: Social Work, Sociology, Psychology or related field			
1 year college		2 years college				
3 years college	x	4 years college				
1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> ▪ Principles and methods of human services planning, needs assessment, policy development, service assessment, solution analysis, program development, program evaluation. ▪ Theories and principles of social work. ▪ Fundamentals of supervision and management. ▪ Knowledge of MN Merit System rules and procedures. ▪ Principles and methods of government management, budgeting, and financial reporting and fiscal management. ▪ Federal, State laws, rules, statutes and regulations governing the delivery of income maintenance and social services. ▪ County administrative policies, procedures and organizational structure. ▪ Knowledge of community resources. ▪ Knowledge of socio-economic conditions, trends and influences in rural and urban areas. 			
2nd year graduate level						

Required Work Experience in Addition to Formal Education/Training:

Minimum of 3 years supervisory and management experience in supervising and overseeing public and/or private social service agency or managing income maintenance, social service, and fiscal programs, operations and services.

**LICENSE/
CERTIFICATION****Identify licenses/certification required:**

Requires a valid driver's in the State of MN. MN Merit System Certification Eligible.



**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Establishing and maintaining collaborative working relationships with employees, supervisors, department heads, officials, courts, state agencies, other counties, vendors, and the public.
- Time management and organizational skills.
- Delegating, supervising and managing diverse programs and staff through proper delegation and oversight of supervisory personnel and their subordinates.
- Planning, budgeting and strategic planning and implementing diverse income maintenance, child support, and social services programs and services.
- Developing and managing the assessment of community/client needs and the formulation of new programs and services.
- Evaluating and interpreting social service policies, program guidelines, state and federal laws.
- Conducting public relations and public information responsibilities in promoting the services, programs and initiatives of the county to better service the citizens of the county and to assure compliance with mandated requirements of its programs.
- Conflict resolution and the negotiation of agreements with outside parties, agencies and providers.
- Conducting needs assessments, strategic planning and anticipating needs and policies to mitigate exposure to the County in the future.
- Research and evaluation skills.
- Presentational and communication skills.

HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

Sound judgment, discretion and customer/client relation skills is required when dealing with members of the public. Duties involve occasional disagreeable human interactions in dealing with employees, clients, public or vendors. Duties require attention to the utilization of department/county safety and risk management procedures to minimize risks in dealing with the public. Duties are generally performed in a typical county office environment where there are minimal physical or environmental risks associated with performing the essential functions of the job.



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk			x	
Sit			x	
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 8/2011 by BCC.



**PENNINGTON COUNTY
TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, Pennington County is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87 on Government Data Practices require that you be informed that the following information which you are asked to provide on the application for employment or after employment is considered private data:

1. Name
2. Home Address
3. Home Phone Number
4. Social Security Number
5. Date of Birth
6. Conviction Record
7. Sex
8. Age Group
9. Disability Type

We ask this information for the following reasons:

To distinguish you from all the other applicants and identify you in our personnel files;
to enable us to verify that you are the individual who makes the application;
to enable us to contact you when additional information is required;
to send you notices and/or schedule you for interviews;
to determine if you meet the minimum age requirements (if any);
to conduct proper investigations if you are applying for a position;
to determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you applied for;
to enable us to ensure your rights to equal opportunities;
to meet federal and state reporting requirements;
and to make processing more efficient.

The date supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in Pennington and the policies, rules and regulations promulgated pursuant thereto.

FURNISHING SOCIAL SECURITY NUMBERS, DATE OF BIRTH (unless a minimum age is required), SEX, AGE GROUP AND DISABILITY DATA IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED.

Private data is available only to you and to other persons in the County Office who have a bonafide need for the data, Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Please acknowledge that you have read and understand the Tennesen Warning.

Signature

Date

EMPLOYMENT APPLICATION
PENNINGTON COUNTY

COUNTY COURTHOUSE

P.O. Box 616 ♦ Thief River Falls, MN 56701
(218) 683-7000

ANSWER ALL QUESTIONS – PLEASE PRINT IN BLACK INK OR TYPE

AN EQUAL OPPORTUNITY EMPLOYER, it is Pennington County's policy to provide equal opportunity in employment. The County will not discriminate on the basis of race, age, religion, national origin, marital status, disability, sex, sexual preference, status with regard to public assistance, or any other basis protected by law.

The information contained in this application is considered private data under the Minnesota Data Practices Act, and will be used only in conjunction with your possible employment. Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information, which provides additional detail about your qualifications for employment in the position you seek. Your application will be evaluated in comparison to the requirements for that position. As an applicant for employment, your name is considered private until you become a finalist for employment with the County. You are considered a finalist if and when you are selected and notified for a final interview.

DATE OF APPLICATION: _____

POSITIONS APPLIED FOR: _____

APPLYING FOR: Full-Time Part-Time Permanent Temporary (Seasonal)

AVAILABLE TO WORK: Weekdays Weekends Days Nights

REFERRAL SOURCE: Advertisement Friend Relative Employment Agency

Other _____

NAME: _____
Last First Middle All Prior Names

ADDRESS: _____
Street City State Zip

HOME PHONE: _____ ALTERNATE PHONE: _____

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES
IN THE POSITION FOR WHICH YOU ARE APPLYING? YES NO
(Proof of citizenship or work eligibility will be required as a condition of employment.)

ARE YOU AT LEAST 16 YEARS OF AGE? YES NO

ARE YOU AT LEAST 18 YEARS OF AGE? YES NO
(An applicant must be at least 16 years of age to operate dangerous equipment. An applicant
must be at least 18 years of age, to sell intoxicating beverages or to be a volunteer or paid firefighter.)

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

IF NO, EXPLAIN: _____

HAVE YOU PREVIOUSLY WORKED FOR THE COUNTY? YES NO

IF YES, POSITION HELD/DEPARTMENT: _____

IF YES, UNDER WHAT NAME MAY YOUR PREVIOUS EMPLOYMENT RECORDS
BE FOUND? _____

ARE YOU ON LAY-OFF AND SUBJECT TO RECALL? YES NO

CAN YOU TRAVEL IF A JOB REQUIRES IT? YES NO

DID YOU SERVE IN THE U.S. ARMED FORCES? YES NO

DESCRIBE YOUR DUTIES: _____

DO YOU HAVE ANY SPECIAL NEEDS WHICH MAY NECESSITATE
ACCOMMODATIONS IN THE APPLICATION/INTERVIEW PROCESS?
 YES NO

IF YES, PLEASE DESCRIBE THE TYPE OF ACCOMMODATION REQUESTED:

LIST ALL OTHER NAMES WHICH YOU HAVE BEEN EMPLOYED OR UNDER
WHICH YOUR EMPLOYMENT OR EDUCATION RECORDS MAY BE FOUND.

TO BE COMPLETED BY CLERICAL, ADMINISTRATIVE, AND FISCAL POSITION APPLICANTS:

Typing Ability YES NO _____ W.P.M.

Shorthand Ability YES NO _____ W.P.M.

Business Machine Experience: _____

Bookkeeping Experience: _____

TO BE COMPLETED BY LABOR AND SKILLES TRADE POSITION APPLICANTS:

Apprenticeship(s) served or trades and skills learned: _____

Capable of operating the following equipment: _____

EMPLOYMENT/VOLUNTEER EXPERIENCE

List **all** work and volunteer experience, most recent to be listed first. Include military service assignments and volunteer activities.

Employer Name: _____

Employer Address: _____

Job Title: _____

Job Duties: _____

Dates of Employment/Experience: _____

Reason for Leaving: _____

Employer Name: _____
Employer Address: _____
Job Title: _____
Job Duties: _____

Dates of Employment/Experience: _____
Reason for Leaving: _____

Employer Name: _____
Employer Address: _____
Job Title: _____
Job Duties: _____

Dates of Employment/Experience: _____
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Employer Name: _____
Employer Address: _____
Job Title: _____
Job Duties: _____

Dates of Employment/Experience: _____
Reason for Leaving: _____

If you need additional space, please continue on a separate sheet of paper. Although you must fully complete this application, you may also include a job resume or other description of your work, volunteer and personal experiences which are relevant to this position.

LICENSURE

List current licenses, registrations, or certificates relevant to the position for which you are applying.

<u>License/No.</u>	<u>Issued By</u>	<u>Date</u>	<u>Expirations</u>

All applicable licenses or certifications must be received in the Personnel Office prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.

EDUCATION

Include high school and/or institution GED and any additional education/courses taken. Do not list dates attendance for high school. List most recent first.

Name of School: _____
Address of School: _____
Degree/Diploma Received: _____
Major/Minor: _____
Dates of Attendance: _____

Name of School: _____
Address of School: _____
Degree/Diploma Received: _____
Major/Minor: _____
Dates of Attendance: _____

Name of School: _____
Address of School: _____
Degree/Diploma Received: _____
Major/Minor: _____
Dates of Attendance: _____

Name of School: _____
Address of School: _____
Degree/Diploma Received: _____
Major/Minor: _____
Dates of Attendance: _____

List/describe any other training and/or experience relevant to the position for which You are applying: _____

REFERENCES

Theses should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The County reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference: _____
Address: _____
Phone Number: _____ Title: _____

Name of Reference: _____
Address: _____
Phone Number: _____ Title: _____

Name of Reference: _____
Address: _____
Phone Number: _____ Title: _____

CRIMINAL BACKGROUND INFORMATION

The County may conduct a criminal background check on individuals upon making a contingent job offer. Please refer to the job description for this position to determine if such a check will be conducted. If the job description states that a criminal check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the County, and formal approval by the appointing authority.

VETERAN STATUS

Are you an honorably discharged veteran of the armed forces of the United States?

Or are you otherwise eligible to claim Veteran's Preference Points? YES NO

Do you wish to claim Veteran's Preference Points? YES NO

If you are a disable veteran and wish to claim additional points, please check here. ____

Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please attach DD214 form or forward it within five (5) business days.

PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment? _____

If so, identify the employer and described the circumstances:

PERSONAL STATEMENT

Please indicate why you are interested in the position and what you hope to accomplish if selected: _____

UNEXCUSED ABSENCES FROM WORK

How many days were you inexcusably absent from work during the preceding three (3) Years other than absences due to illness or injury of you or your immediate family? _____

CERTIFICATION, ACKNOWLEDGEMENT AND RELEASE

I, certify, that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the County.

I understand, acknowledge, and agree that no offer of employment is valid or binding until formal approval by the County Board or the appointing authority referenced in the job description and that until such approval the County shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application **I hereby authorize** any and all current and former employers, organizations where I have volunteered ("volunteer organizations") and references named in this application, or any agent of such a current or former employer or regarding organizations, to release to the County and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the County will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature below.

I hereby release the County and all current and former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said County, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Date _____

Signature _____

(Do not Print)

*** Notice to Applicant:** If you do not agree with any portion of the acknowledgement, certification, authorization and release, cross out that section and initial it.