

# WALLA WALLA COUNTY

Phone: (509) 524-2600 Fax: (509) 524-2603  
P.O. Box 1506 □ Walla Walla, Washington 99362

## EMPLOYMENT OPPORTUNITY

**Position:** Director, Department of Human Services  
**Salary Range:** \$6,000- 7,600 DOQ,  
**Location:** Department of Human Services  
**Employment Type:** FTE, FLSA exempt, benefits, Employment Agreement Required  
**Open:** November 13, 2009 **Closes:** December 11, 2009

**Job Summary:** Administers, directs, coordinates and plans for the various department provided social services for the public in Walla Walla County. Included services are for mental health, crisis response, developmental disabilities, chemical dependency, community mobilization/prevention and family resource coordination; or other similar services that may be determined to be provided in the future.

**Brief Duties and Responsibilities:** Establishes and promotes the vision and direction of the Department of Human Services consistent with county, state and federal guidelines and mandates; establishes and implements departmental goals and objectives; establishes appropriate administrative policies, structures, controls, and reporting systems for the efficient and effective performance of services, income and funding stream maintenance, employment training, and employee related functions; determines types and levels of services to be provided and standards by which delivery will be evaluated. Forms collaborative relationships with community groups and other County departments for the efficient and effective delivery of services; develops programs and contracts with partner agencies and groups to eliminate gaps in services and reduce duplication of offered services; secures and maintains community support for Human Services programs. Provides administration policy direction, support, and liaison to advisory boards in order to incorporate community, advocate, consumer and special interest input into planning and program development. Formulates and justifies the department's annual budget and capital projects; ensures budget is administered within Board-approved guidelines; directs searches for new funding sources and oversees grant application for public funds and preparation and negotiation of contracts; advocates to ensure sufficient funding with contacts at the state and federal level. Provide managerial leadership and directs the selection, supervision, and evaluation of staff; seeks resolutions to grievances and guides process and decisions in personnel matters.

**Working Environment/Physical Abilities:** Work is performed in the office or in the field and may require travel in varying weather conditions. Physical abilities required for this position are ones typically related to office operations including but not limited to manual dexterity and visual acuity to operate computers and other office equipment, accessing file cabinets both on and off site, and sufficient hearing and speech ability to communicate.

**Minimum Requirements:** BA or BS in Public or Business Administration, Social Sciences area or a related field; Master's degree is preferred. Five years of professional level experience in social services, or any combination of experience, education and training which would provide the level of knowledge and ability required; must INCLUDE three years of top-level administrative experience in a similar size organization; government organization preferred. Mental Health Professional Certification as per WAC 275.57 preferred.

**For Application/Job Description:** Contact the Personnel Department at the County Legislative Building, 314 W. Main Street, Second Floor, Room 216, Walla Walla, Washington, or visit our web site at [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us) to download a copy. Mailing address is: Personnel/Risk Manager P.O. Box 1506, Walla Walla, WA 99362, or call (509)524-2600 or e-mail [jwinter@co.walla-walla.wa.us](mailto:jwinter@co.walla-walla.wa.us)

**SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, ORAL INTERVIEWS OR OTHER ASSESSMENTS. (Over)**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT**