

# LUZERNE COUNTY, PENNSYLVANIA

## Job Description

**Position Title:** Director of Human Services

**Division:** Human Services

**Reports to:** County Manager

**FLSA Status:** Exempt

**Essential Duties and Responsibilities:** The Director of Human Services is the Department Head for the Division of Human Services. This position shall be responsible for programs relating to adult care and welfare, child care and welfare, drug and alcohol, mental health and mental retardation, veterans affairs, transportation and any other powers, duties, programs, services or functions that may be assigned by the County Charter and Administrative Code.

### Minimum Qualifications, Skills and Abilities

Bachelor's Degree or equivalent major course work in public administration or social services, MSW preferred. Five to seven years of social service/public administration experience (preferably at the county level) with a minimum of three years in a supervisory position.. Education, in public administration, at the graduate level may be substituted for up to one year of experience.

Also accepted for application are those with an equivalent combination of acceptable training and experience, which has provided the knowledge, skills and abilities cited above.

Proven skills in human services administration, executive level management, budgeting and fiscal management governmental regulation funding and compliance, innovative problem solving techniques, effective customer service, and strong interpersonal skills. Ability to express ideas and communicate on technical and/or administrative subjects, both orally and in writing.

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This is not a comprehensive listing of all responsibilities and duties that may be assigned by the County Manager.

Est. 9/11