

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: June 2003	CLASS TITLE: DIRECTOR, FAMILY AND CHILDREN FIRST COUNCIL	CODE: 61663
	MAJOR AGENCIES: BCC	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Director level in social services program administration and fiscal management under general management guidance of the Director of Administrative Services requiring extensive knowledge of financial management and human services delivery systems in order to manage the financial systems and administrative activities of the Family and Children First Council and Human Services Levy Council and supervise assigned staff (i.e., Family and Children First Council Administrator, Program Coordinator, Program Planner, Contract Monitor/Evaluator and assigned support staff). Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>Plans, organizes and directs the maintenance and interpretation of data relevant to the Family and Children First Council's needs, the identification of policies and practices which should be implemented and the development of specific action plans for effective administration, assists with the council's management planning process, establishes, develops and implements work plans to support Family and Children First and Human Services levy, administers the request for proposal process and evaluation of proposals received, the negotiation and awarding of contracts and the monitoring and assessment of contractor performance, directs and coordinates the financial systems of the council, provides financial consultation to the agencies receiving funding through Human Services levies, provides technical assistance with the allocation of levy funds to involved agencies, reviews and recommends preliminary and final budgets for the council, monitors expenditures and cash flow, projects spending trends and advises of cash flow, recommends programmatic changes to ensures conformance of financial systems to county fiscal</p> <p>(Performs Related Duties As Required)</p>	<p><u>Knowledge of</u> 1 (budgeting), 4 (accounting, finance), 5 (management--Social Service Program administration), 7 (manpower planning), 9b (supervision--direct), 13 (office practices and procedures), 14 (government structure and process--ORC--health and human services), 21 (social sciences--social needs assessment), 22 (electronic data processing--financial systems, computerized case management system), 23 (law--federal guidelines related to health and human issues); <u>Ability to</u> 30k (understand practical field of study (e.g., accounting), 30r (deal with many variables & determine specific action (e.g., research, production), 31g (use statistical analysis), 32r (prepare & deliver speeches before specialized audiences & general public), 32u (develop complex reports & position papers), 32w (prepare contracts), 34c (cooperate with co-workers on group projects), 34e (establish friendly atmosphere as supervisor of work unit), 34f (handle sensitive inquiries from & contacts with officials & general public), (develop proposals and budgets), (apply rules and regulations applicable to programs), (establish good rapport with program participants, recipients, Advisory Board.</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Completion of graduate major program course work in business administration, public administration, or related area and 6 yrs. experience in social services program administration combining private and public organizations <u>or</u> 2 yrs. management experience in the financial systems and administrative activities of an agency funded by levies. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	<p>regulations and to applicable state and federal laws, supervises Family and Children First Council Administrator, Program Coordinator, Program Planner, Contract Monitor/Evaluator and assigned support staff.</p> <p>Provides planning, staff support, and technical assistance to Family and Children First Council committees, community boards, and human services agencies, participates on task forces and committees regarding human services issues, policies and processes, identifies needed expertise and recommends citizens to serve on county boards, supervises council staff, reviews financial management procedures and practices on an ongoing basis and recommends appropriate revisions, provides financial information and programmatic requirements as required.</p> <p>(Performs Related Duties As Required)</p>	<p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) - OR completion of undergraduate major program course work in business administration or related discipline and 8 yrs. experience in social services program administration combining private and public organizations <u>or</u> 4 yrs. management experience in the financial systems and administration activities of an agency funded by levies. - OR alternative, equivalent evidence of the Minimum Class Requirements. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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