

## **GUNNISON COUNTY, COLORADO POSITION DESCRIPTION**

POSITION TITLE: Deputy Director of Health and Human Services  
DEPARTMENT: Health and Human Services (HHS)  
FLSA STATUS: Exempt  
FORMAT CHANGE: 3/15/12  
CONTENT CHANGE: 09/23/2021

### **GENERAL PURPOSE**

Responsible for managing all aspects of the day to day HHS organization operations and assisting the Health & Human Services (HHS) Executive Director in the overall planning and management of the HHS operations. Performs skilled, professional work coordinating and supervising HHS. This position will also assist in the development of the vision, culture of the organization, strategic planning and management of operations and division programs. The mission, vision, and values of the organization guide the Deputy Director in carrying out management and oversight practices. The Deputy Director provides significant input and guidance to the HHS Executive Director around culture, strategic planning, values, budgeting and management of the department.

### **SUPERVISION RECEIVED**

Works under the general direction of the Executive Director of Health and Human Services. Technical and specialty consultation and guidance are available from the Colorado Department of Public Health and Environment (CDPHE), Health Care Policy & Finance (HCPF) and the Colorado Department of Human Services (CDHS) office of local liaison and program consultants.

### **SUPERVISION EXERCISED**

Direct supervision of specific HHS managers and supervisors. May directly supervise other staff in absence of program area manager or supervisor.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for directing all day to day HHS organizational operations.
- Works with the HHS Director for overall program development, implementation, fiscal management and personnel management of HHS. Acts on behalf of the HHS Executive Director when directed.
- Promotes best practice program development and HHS program implementation. Develops and monitors department policies and procedures, reviews data trends and program reports to assist in program planning and development.
- Sets cultural norms and oversees aspects of employee growth, assessment and support to individual managers, supervisors and program staff.
- Monitors the department budget and works directly with HHS managers and supervisors to review changes or adjustments.
- Carries out supervisory responsibility in accordance with County policies, procedures and applicable laws including without limitation: interviewing, hiring and training, planning, assigning and directing work, appraising performance, assuring corrective actions as necessary, addressing complaints and resolving problems.
- Directs the development of result measures, goals, objectives, rules and regulations, policies and procedures to effectively and efficiently serve the needs of clients in alignment with the County and Departmental Strategic Business Plans.
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- Evaluates the administrative procedures and the service delivery system in order to make service delivery improvements.
- Serves in a leadership capacity on various coalitions, committees and collaboration projects at the local, regional and state level to positively position the Department in response to program initiatives, new legislation and related rules, and funding opportunities that benefit the residents of the Gunnison Valley.
- Works with the HHS Director, Finance Department, County Manager and the Board of County Commissioners in developing the annual department budget.
- Develops financial resources through grant writing, contract development, participation in State level allocation processes and through collaborative efforts with other departments, agencies, and private and public entities.
- Provides leadership for the administration of services to adults, children, and families and coordination of public health and human service programs with other county departments and community-based organizations.
- Develops and maintains a productive working relationship with the Colorado Department of Human Services (CDHS), Colorado Department of Public Health and Environment (CDPHE), the Colorado Department of Health Care Policy and Finance (HCPF), employees, officials, other department heads and other state and regionally based organizations and departments and the public.
- Assures the assessment, planning and program implementation in accordance with the Public Health functions and 10 essential services.
- Assures the provision of health education for the community and other health and human service providers.
- Works closely with the HHS Director, the HHS Leadership team, County Health Officer, environmental health official, the county emergency manager and other state and local partners in planning, implementing and managing essential aspects of public health functions, including, but not limited to, emergency preparedness, disease surveillance, community health assessment and performance improvement planning.
- Works with the HHS Director to assure consultation services and information to local physicians and other health providers in the field of communicable diseases and other Public Health and Human Services matters.
- Works with the HHS Director to assure an adequate level of preparedness for public health and social/housing emergencies.
- Assures that research and required reports and studies for the CDPHE, CDHS, HCPF and the community are completed.
- Coordinates department activities with other departments and health service agencies in the community. Assures completion of annual Strategic Business Plan and implementation of Managing for Results for the Department

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

A master's degree from an accredited college or university in areas of health, human services, public administration or a related field is preferred with at least 2 years of progressively responsible managerial experience in a public health and/or human services organization or, a bachelor's degree from an accredited college of university in a health, human services, or public administration field, and 5 years of progressively responsible managerial experience in a public health and human services organization.

### **Necessary Knowledge, Skills and Abilities:**

- Considerable knowledge of general principle and objectives of State and Federal laws and regulation pertaining to the delivery of public health and human services; considerable knowledge of the methods and techniques of administration of community organizations; team building and collaborative processes; supervision and staff development; knowledge of case work standards and practices; knowledge of individual

and community problems and resources to address such problems; knowledge of current social and economic problems; and knowledge of modern technology and social media.

- Working knowledge of funding sources including foundations, state and federal grant programs which have the potential for funding enhancement of existing programs or addressing new and evolving human service needs of the community.
- Skill in researching, compiling, and summarizing a variety of informational and statistical data and materials; organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees and county officials; ability to cooperate and effectively develop positive relationships with other community human service providers, ability to exercise good judgment in evaluating situations and making decisions, ability to communicate effectively orally and in writing.
- Demonstrated success in obtaining grant and foundation funding for public health or human service programs.

## **SPECIAL REQUIREMENTS**

Special certifications as appropriate

Possess a valid driver's license for Colorado

Completion of ICS 100, 200, and 700 within first year of hire and ICS 300, 400, and 800 within 2 years of hire.

## **TOOLS AND EQUIPMENT**

Automobile, telephone, personal computer, copier, calculator, fax.

## **PHYSICAL DEMANDS**

More than two-thirds time is spent standing, walking, sitting, talking and listening, using fingers and hands to handle and feel. Up to one-third time weight up to twenty pounds may be lifted.

## **COGNITIVE DEMANDS**

### **English Language Comprehension**

Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.

### **Information Ordering**

Requires the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

### **Memory**

Requires the ability to remember directions and processes for all essential duties; requires remembering facts; requires remembering the gist of past conversations, situations and events.

### **Attention**

Requires focus for long periods of time; concentration on details and thoroughness in completing work tasks; filtering out distractions, ignoring irrelevant information.

### **Deductive Reasoning**

Requires the ability to apply general rules to specific situations to produce results that make sense.

### **Problem Solving**

Requires the ability to tell when something is wrong or is likely to go wrong. Requires the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Requires the ability to reflect on strategy, plan, adopt an approach, and change direction if not working.

### **Mathematical Reasoning**

Requires the ability to choose the right mathematical methods or formulas to solve a problem.

### **Active Learning**

Requires understanding the implications of new information for both current and future problem-solving and decision-making. Requires selecting and using training/instruction appropriate for the situation.

### **Time Management**

Requires employee to manage his/her own time and the time of others effectively so that tasks get done in an efficient manner and deadlines are met.

### **Cooperation**

Requires being dependable, willing to take on responsibilities and challenges, exerting maximum effort toward completing essential duties, persistent in problem solving, adaptable to change (positive or negative), honesty, and being pleasant to others.

### **Social Perceptiveness**

Requires being aware of others' reactions, and understanding why they react as they do.

### **Monitoring**

Requires assessing the performance of yourself, other individuals, and/or the organization to make improvements or take corrective action.

## **WORK ENVIRONMENT**

Normally, indoors in a controlled office environment. Frequently, home visits or meetings off site are necessary. Moderate noise-many public health and DHS clients are children. Comes in contact with infectious waste during course of duties.

## **ELEMENTS OF CONTACT**

Personal contact with any individual of the public, is normally a single occurrence. Hand-to-hand exchanges of documents, money, personal property and other items may be required. Face-to-face verbal communications between the member and an individual is required, but is mainly singular. The member's anticipated contact with blood, body fluids or other medical hazards are rare. The member should have adequate time to take precautionary and protective measures.

## **SELECTION GUIDELINES**

Formal Application, rating of education and experience; oral interview and reference check; job related testing might be required. Background check and CBI check may be performed. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**ACKNOWLEDGEMENT OF RECEIPT  
PLEASE SIGN AND RETURN TO THE HUMAN RESOURCES DEPARTMENT**

I \_\_\_\_\_ acknowledge that I have received a copy of the current job description for the position of Deputy Director of Health & Human Services with Gunnison County. I understand the job description does not constitute an employment agreement between Gunnison County and myself and is subject to change by Gunnison County Management in its sole discretion.

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Signature

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Date