

MENOMINEE COUNTY, WISCONSIN
 MENOMINEE COUNTY HUMAN SERVICES DEPARTMENT
 POSITION VACANCY



Position Title: Executive Director	Department: Human Services	Division/Section: Administration
Classification: Full-time; Exempt/Salaried	Wage: Negotiable	Supervisor: Human Services Board
Supervision Exercised: Staff Level Supervision; Multiple Managers	Posting Date: (2 nd Posting) Friday, Dec. 22, 2017	Deadline Date to Apply: Monday, Jan. 22, 2018
Position Summary: This position is responsible for developing and making available to <u>all</u> citizens of Menominee County a comprehensive range of human services in an integrated and efficient manner.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, directs, and controls all programs, functions, services, and activities related to the delivery of human services in Menominee County, such to include, but is not limited to: mental illness treatment, developmental disabilities services, alcohol and drug abuse services, services to children, youth and aging, family counseling, and special education services.
- Prepares a local plan for the delivery of human services which includes an inventory of all existing resources, identifies needed new resources and services, and contains a plan for meeting the health, mental health and social needs of individuals and families, such to be based on an annual need survey of the prevalence and incidence of the various disabilities within Menominee County. Such plan shall (a) include the establishment of goals, priorities, estimated costs, and provide for coordination of local services and continuity of care; and (b) is subject to a public hearing and approval by the Human Services Board and County Board of Supervisors.
- Develops an annual budget of all funds necessary for the program and services authorized by statutes, administrative regulations, and the local plan for the delivery of human services.
- Provides such reports as are required by the Secretary of Health Services, by the Secretary of Corrections, or by the Secretary of Children and Families, and the County Board of Supervisors and Human Services Board.
- Makes recommendations to the Human Services Board for personnel and salaries of employees, changes in the organization and management of various programs, and changes in program services.
- Regularly communicates, cooperates, and collaborates with local stakeholders and citizens of Menominee County (including both tribal members and non-tribal members).
- Promotes a trauma-informed approach in all facets of service delivery.
- Provides quality supervision to assigned staff and effectively delegates duties as appropriate.
- Complies with the requirements of Wisconsin Statutes Chapter 46, and other applicable statutes, administrative codes, and grant terms and conditions.
- Actively participates in emergency preparedness and disaster relief efforts at the county and state levels.
- Attends various community, regional, and state meetings as appropriate.
- Contributes to the team effort by performing related duties as necessary or as assigned by the Human Services Board.

Menominee County Human Services Department

Executive Director (Rev. 22DEC2017)

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Education and/or Experience. Interested applicants must possess: (a) a bachelor's degree from an accredited college or university with a degree in human services, public administration, business administration, or other related field of study; (b) a minimum of five years' experience of progressively responsible administrative and supervisory duties in Human Service programs; (c) negotiation and grievance resolution experience preferred; (d) professional communication, writing, interpersonal and organizational skills; (e) financial experience/training in developing and monitoring a budget; (f) experience in computer use and use of Microsoft Office Suite; (g) a valid Wisconsin Driver's license and access to an insured vehicle; and (h) a personal mobile and/or home phone.
- Physical Demands. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, employee is frequently required to sit, talk, and hear. Employee is occasionally required to walk and to use hands to manipulate telephone/cell phone, PC, copy machine, or other office equipment. Must be able to drive a vehicle.
- Work Environment. This position works in a private office, which is generally quiet, with frequent interruptions from clients, visitors, telephone calls, and staff members. Employee is required to attend various Health and Human Services and County Board meetings.
- Language Skills. While performing the duties of this job, the employee requires superior writing skills, and the ability to compose a variety of complex and sophisticated professional documents, assessments, and reports. Must be able to effectively present information in one-on-one, small, and large group situations.
- Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.
- Reasoning Ability. Requires the ability to work with minimal supervision and to prioritize and follow through tasks in a fast-paced and stressful environment focusing on fiscal accountability and support effectiveness and efficiency. Ability to research, learn, interpret, apply, and enforce laws, program requirements, policies and procedures clearly and tactfully, and relate changes to daily operations. Ability to select, plan, organize, provide leadership, effectively utilize authority, exercise judgment, make decisions, effectively supervise, evaluate and critique productivity and efficiency levels of staff and program services. Ability to establish good working relationships with others and to work effectively and collaboratively with a diverse array of professional disciplines and personalities, maintaining a high level of professionalism at all times. Requires a solution-oriented approach and the ability to generate creative helpful solutions to problems. Skill in conflict resolution and delegation. Ability to cope with deadlines and to successfully adapt to changes.
- Special Requirements. The successful applicant must successfully pass a Caregiver background check.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview. This position description should not be interpreted as all inclusive or exclusive. It is intended to identify the major responsibilities and requirements of this job. The successful applicant may be required to perform job-related responsibilities and tasks other than those stated in this description.

Menominee County Human Services Department

Executive Director (Rev. 22DEC2017)

APPLICATION PROCESS: A complete application includes:

- Signed and completed Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us);
- Current resume;
- Two professional letters of reference and one personal letter of reference;
- Copy of official college transcripts or able to provide a copy before the interview;
- Copy of valid Wisconsin Driver's License and proof of vehicle insurance.

Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse

Attn: Human Resources

P.O. Box 279

Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

Menominee County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.