



**HERNANDO COUNTY, FLORIDA BOCC
invites applications for the position of:**

Director of Community Services

SALARY:	\$46.33 - \$75.07 Hourly \$96,366.40 - \$156,145.60 Annually
DEPARTMENT:	Community Services
OPENING DATE:	09/29/21
CLOSING DATE:	10/12/21 11:59 PM
DESCRIPTION:	

Highly responsible administrative position plans, develops and manages the Community Services departments of Hernando County, requiring top-level management skills and knowledge with both line management and management staff accountabilities. Management responsibilities include planning, directing, and coordinating professional services for all Community Service departments and programs.

EXAMPLES OF DUTIES:

- Accountable for the management function of planning, organizing, and controlling all division departments, services, and programs with emphasis in coordination, evaluation, and delivery of core services for Parks & Recreation, Veterans Services, County Extension, Library Services, Animal Services.
- Accountable to the Deputy County Administrator for all divisions, programs and services of the Community Services Department and accepts assignments from the Deputy County Administrator and for performing completed work in a professional manner.
- Accountable for directing work assignments and for establishing/assigning projects and staff as appropriate, monitoring for completeness and assessing for results.
- Accountable for the preparation and management of division budgets, including annual operating budgets, capital improvements, and the establishment of appropriate accounting controls within the departments.
- Accountable for the carrying out of directions and policies of all orders, resolutions, ordinances, and regulations of the Board of County Commissioners as they relate to each division.
- Accountable for evaluating existing organizational patterns, work relationships, space, equipment, and manpower utilization; promotes effective and efficient operations through standardization, improvement, simplification, and installation of new operating systems.

- Develops and maintains positive relationships with the Board of County Commissioners, department managers, news media and the community. Responsive to questions and concerns.
- Supervises hiring, training, directing, monitoring, counseling, disciplinary actions, preparing performance evaluations and payroll approvals.
- Responsible for the coordination of all services necessary for the operation of Emergency Support Function 17. Attend all related Emergency Management training as required and in the event of an emergency or non-emergency situation, 24-hour on-call status may be required.
- Reviews, monitors, and evaluates all related projects, contracts, and grants for federal, state, and local programs to ensure compliance with appropriate regulations, policies, and procedures. Develops, recommends, and implements new regulations, policies, and procedures as appropriate.
- Prepares County Commission agenda items relating to Community Services for consideration by the Board and assists in public presentation, as necessary. Reviews and prepares analytical and research reports and summaries related to these programs and makes recommendations to the Board of County Commissioners.
- Conducts and attends management and staff meetings regarding department planning and procedures, work problems, policy changes, personnel issues, etc.
- Represents the Community Services Department in collaborative efforts with outside entities and serves as County representative on boards and panels.

TYPICAL QUALIFICATIONS:

Education	Graduation from an accredited college or university with a Bachelor of Arts degree in Social/Human services, Public/Business Administration or a related field required.
Experience	Five (5) years of significant management/supervisory experience in county or municipal government operations, grant monitoring, contract negotiations and extensive budget experience required. Minimum of three (3) years of Florida government experience preferred. Education may be substituted for some experience.
Licenses, Certifications or Registrations	Must possess and maintain a valid Florida Driver’s License and be insurable by current insurance carrier.

SUPPLEMENTAL INFORMATION:

Pay Grade: 233
Bargaining Unit: None

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.hernandocounty.us/home>

Position #13665
DIRECTOR OF COMMUNITY SERVICES
KD

15470 Flight Path Drive
Brooksville, FL 34604
(352) 754-4817

kdale@co.hernando.fl.us

Director of Community Services Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree or higher in Social/Human services, Public/Business Administration or a related field?
 Yes No

- * 2. Do you have five (5) years of significant management/supervisory experience in county or municipal government operations, grant monitoring, contract negotiations and extensive budget experience required. Minimum of three (3) years of Florida government experience preferred. Education may be substituted for some experience.
 Yes No

- * 3. Do you have knowledge of the principles of management and their application to the administration of governmental affairs?
 Yes No

- * 4. Do you have knowledge of governmental budgeting and fiscal management, including grant management, with the ability to develop and administer an annual operating budget?
 Yes No

- * 5. Do you have the ability to direct the operation of assigned County divisions, services, and programs?
 Yes No

- * 6. Do you have the ability to interact professionally with diverse environments, populations, the community, line, and staff departments. Establish and maintain effective working relationships with other federal, state, county, local operational units, and the public?
 Yes No

- * 7. Do you have the ability to plan, organize, direct, and supervise the work of professional and administration staff and line and staff managers?
 Yes No

- * 8. Do you have the ability to research information, analyze facts and maintain records, develop short/long-range plans pertaining to county programs/projects, prepare and deliver accurate and comprehensive reports, recommendations, and proposals both oral and written?
 Yes No

- * 9. Do you have the ability to work and serve as the Emergency Support Function Support for ESF 17 under stressful conditions during EOC activation and in preparation activities throughout the year?
 Yes No

- * 10. Do you possess a valid Florida Driver's License in good standing?
 Yes
 No

- * Required Question