

# CHAMPAIGN COUNTY REGIONAL PLANNING COMMISSION

## Position Description

**Position:** Community Services Director

**Reports To:** CEO

### Position Purpose

The Community Services Director is responsible for the management of a wide variety of human service programs funded through state, local, and federal agencies and other sources. These include programs and services consistent with the purpose of a Community Action Agency, including assistance for low-income persons to move households out of poverty, senior services, youth services, housing-related service, and other services for low-income and at-risk populations as specified by other grants and contracts. This position provides supervision of entry level, mid-career and credentialed human service staff serving a wide variety of clients.

### Dimensions

Supervise a current staff of fifteen- thirty human service professionals providing a wide variety of services to clients. This staff varies according to grants/contracts received.

Write annual funding applications, including program goals, work activities, outcome measures, and budget priorities, for ongoing annual budget of approximately \$1.40M for a variety of programs, each with unique rules, regulations, and professional requirements.

Supervise preparation of reports for all program activities as needed for funders.

Staff the Community Services Board and liaison with other oversight bodies (such as RPC Commission and County Board committees) on program activities.

Direct preparation of annual, comprehensive County Needs Assessment as measurement and planning tool utilized by local social service agencies for setting program priorities, development of future program initiatives, and for general reference.

Plan new program initiatives, with attendant memoranda for board approval, and supervise development of program applications for funding.

Develop analytical and informational memoranda and resolutions for RPC board for action on grant requests originating within or impacting upon Champaign County in compliance with Executive Order 12372.

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Be conversant with rules and regulations of programs managed.

Represent RPC on committees and boards in the community and state associations that further the interests of Social Services programs.

**Nature and Scope**

Develop grant applications for ongoing programs, as well as for new initiatives by setting program goals, activities and outcome measures for all Community Action social services programs. Essential to this process is the development of language appropriate to outcomes and measures for accurate grant information. These program specific measures must be achievable, measurable, and successfully communicated to staff and subgrantees.

Supervise staff administering social service programs, providing routine supervision and oversight in such areas as hiring, orientation, work assignments minor personnel conflicts, work quality, time sheet approval, preparation of staff evaluations, approval of time off, vacations, staff travel, conferences and continuing education opportunities. In addition to routine administrative duties, incumbent must provide guidance to human services staff in difficult situations regarding program requirements, client difficulties, and provide intervention measures when necessary.

In addition to routine administrative duties, incumbent must provide guidance to social services staff in difficult situations regarding program requirements, resolve client difficulties, and provide intervention measures when necessary.

Provide staff contact to oversight boards, along with development of memoranda and support materials to provide guidance regarding impact of board actions on such issues as policies, plans and grant initiatives.

Supervise preparation of official reports to State, Federal and other funders in compliance with a wide variety of program and funders' regulations and requirements, as well as with applicable laws and statutes.

Research, plan and develop new funding sources appropriate for RPC and other agencies in order to expand current programs and develop new programs to meet the needs of the County population and position RPC to receive funding.

Prepare RPC Board action memoranda and resolutions on area grant applications received by area wide clearinghouse with the intent of informing local government officials of proposed projects and providing guidance and recommendations on controversial proposals as stipulated in Executive Order 12372.

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Maintain positive relationships with other social service providers to facilitate program coordination and service delivery.

Responsible for compilation and statistical analysis of a wide variety and scope of available data for the annual Comprehensive Needs Assessment. This widely distributed document results in a prioritization of the County needs and is utilized by county social service agencies and units of local government.

Develop contracts with sub-grantees as approved by oversight board(s) and funders.

Monitor sub-grant programs to ensure that sub-grantees follow all program requirements and regulations, that objectives and outcomes are met, and intervene with appropriate measures when agencies found to be out of compliance.

Incumbent must remain current on continually changing requirements and regulations of funded programs and keeping staff informed about these changes.

Incumbent participates in and/or leads special projects as assigned or approved by Management Team.

**Principal Accountabilities**

Incumbent has operational responsibility for subordinate personnel including selection, hiring, work assignments, evaluation, disciplinary proceedings, approval of time sheets, travel, time off, vacation and continuing education and conferences.

Incumbent serves as resource to boards, staff, sub-grantees and clientele regarding program requirements and staff/client issues and may intervene on behalf of staff or client when conflicts arise.

Based upon extensive research study incumbent makes determinations on content, layout and distribution of County Needs Assessment.

Incumbent prepares or supervises preparation of new and continuing social service program applications including development of program goals, work activities, outcome measures and any other information stipulated by the application process.

Incumbent reviews progress of current programs, evaluates outcome measures and assesses success of program following requirements and regulations as stipulated in funding agreements.

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Incumbent communicates in oral and written form to oversight boards and State, Federal and local agencies/funders regarding human services programs.

Incumbent develops memoranda content and resolution alternatives and recommendations as stipulated in Executive Order 12372.

Incumbent serves as liaison between RPC and other social service agencies, communicating with agency directors to insure the coordination of programs.

Incumbent serves as liaison between RPC and local, state, and federal programs including but not limited to DCEO, DHS, Department of Aging, EC/IAAA, DCFS, IDOT, HUD, HHS, DOC, FEMA, FMHA, and FAA to resolve and clarify program issues and conditions, as well as to facilitate working relationships.

Incumbent serves as RPC representative at various human service committee meetings and designates community services staff attendance at social service agency meetings.

In coordination with Management Team, incumbent approves program and staff expenditures.

**Required Knowledge**

Working knowledge and experience with current state and federal regulations regarding social service grant programs.

Proven experience and skill in both oral and written communication with particular emphasis on grant writing and reporting.

Proven ability to research, analysis, plan and develop new program initiatives.

Ability to function successfully in high stress environment, administering a wide variety of projects, each with individualized rules, regulations and reporting timeframes.

Familiarity with local community, social services, educational programs, and local government officials and programs preferred.

Masters Degree with major coursework in planning and administration with three years work experience supervising and managing multiple human service programs in a public agency or Bachelors degree in related field with five years experience supervising and managing multiple human service programs in a public agency.