



BARNSTABLE COUNTY JOB DESCRIPTION

Title: Deputy Director/Senior Project Manager	Classification: Barnstable County
Department: Human Services	Grade: MP2
Reports to: Director	FLSA Status: Exempt
Effective Date: August, 2021	Union Status: Non-represented

Summary

Reporting to the Director, the Deputy Director/Senior Project Manager of the Human Services department will have both internal and external facing responsibilities. Administrative, professional, and technical work in the areas of planning, development, implementation, and management. Emphasis will be on the areas of Behavioral Health, Homelessness and Aging. Works directly with the Director to plan and implement programs and projects within the County of Barnstable. Assists with the preparation of the departmental budget in conjunction with the Director and performs other administrative functions as needed. All other related work, as required.

Supervision

Works under the general direction of the Director of Human Services. Employee functions independently with minimal supervision and exercises independent judgement in the daily performance of duties.

Employee may provide direction to others and may exercise supervision over employees and consultants in accordance with the Director's instructions on specific projects in a project management capacity.

Essential Functions

The essential functions or duties listed below 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.

Assists the Director in managing and monitoring Department activities to ensure personnel and resources are effectively utilized. Performs supervisory and administrative departmental duties of the Director in times of Director's absence.

Administrative management of grants as designated, contracting, direct responsibility to work with funders, oversight of subcontracts, review of work plans, budget development, and potential grant renewals.

Plans, implements, manages, and evaluates Departmental special projects and grants as requested by the Director. Develop thought leadership around specific topics/emerging practice areas.

Advises and assists local human services providers and coalitions with project development, management and evaluation as requested.



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Expected to evaluate needs, both local and regional, in the field of Human Services and develop and propose programs to fulfill those needs.

Submits funding requests and grant applications.

Supervises assigned programs and projects, evaluating performance and costs of services.

Represents the Department at meetings as requested by the Director. Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, and from diverse backgrounds

Performs similar or related work as required, directed, or as the situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in relevant field (e.g. public policy, public health, public administration), three to five years of supervisory, administrative and project management experience, particularly in the area of Human Services, or an equivalent combination of education and experience.

Knowledge of project planning and management techniques. Knowledge of budget preparation and management. Knowledge of one or more areas of Human Services (Aging, Behavioral Health, Homelessness, et al). Knowledge of Barnstable County demographics and community needs. Knowledge of County policies and procedures, especially those concerning spending, personnel, and administrative functions.

Ability to work on multiple projects simultaneously and meet deadlines; responsible for assignment completion and follow through; comfortable working collaboratively as part of a group/team. Ability to disseminate complex information in a meaningful way, engage stakeholders, and conduct interviews and focus groups and other group processes. Ability to effectively manage department staff in Director's absence.

Skill Well organized. Strong problem-solving ability, oral and written communication skills. Skill in establishing and maintaining effective relationships with staff, committees, towns, local elected officials and state and federal governmental entities. Strong proficiency with Microsoft Office software (in particular Access, PowerPoint and Excel).

Required Licensing/Certification: A valid U.S. Driver's License

Job Environment

Work is generally performed in typical office conditions, with frequent interruptions and external requests for information that may require immediate response; required to attend meetings across



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the County with occasional evening/weekend meetings and attendance at meetings elsewhere in the State.

Operates a computer; operates standard office equipment; operates an automobile.

Frequent contact with non-profit agencies, local and state government officials. Has occasional contact with the media and general public making presentations to increase awareness of specific Department initiatives.

Makes frequent contact with the general public, town departments, boards, and committees, as well as regional, State, and federal agencies. Contacts are by phone, correspondence, and in person and generally cover technical assistance, advice, referral services and general information. Has routine contact with County Commissioners, housing and community development officers and town officials.

Has access to official bid documents and confidential information, including proposals and personnel records.

Errors in judgment could result in delay or loss of service, financial and legal repercussions.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required. May be required to move/transport up to 25 pounds such as boxes and books. Ability to operate a keyboard and standard office equipment. Operates automobile to perform County-wide travel to transact business.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Equal Opportunity/Americans with Disabilities Act Employer