



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Health and Human Services Director
Department: Health & Human Services
Classification: Grade 21
Reports to: County Administrator
Supervises: Yes
FLSA Status: Exempt
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: By exception
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for ensuring the overall planning, delivery, administration, and evaluation of health and human services programs, services, and the assigned staff. Additionally, there is shared responsibility, along with other department leaders, for broader organizational management role, participating in the development and execution of organizational vision, strategy, and goals with respect to programs, people, and resources.

Communicates with:

Internally – All HHS staff.

Externally – Vendors, government agencies and public.

Supervision:

Directly all HHS Supervisors

Indirectly all HHS employees

Essential Work Functions:

- Manages, and directs staff to include prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.
- Directs the Health and Human Services departments in the fulfillment of their programs, statutory requirements, and activities within budget, with quality and on schedule.
- Provides oral and written reports on Health and Human Services activities.
- Serves as the primary contact between the department, the County Board, the Minnesota Department of Human Services, Department of Children, Youth and Families, Department of Direct Care and Treatment, and the Minnesota Department of Health; knows and interprets federal, state, regional, and county regulations and requirements and assures compliance.
- Participates in collaborative community planning and resource development; participates in national, state, and regional associations that advance the work of health and human services; participates as a member of the County management team.
- Represents the department to the media or delegates function; provides presentations that describe programs and advocates for health and human service issues.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires advanced education equivalent to a technical/administrative master's degree or specialist certification in a technical field.
- Five (5) years of practical experience, including supervisory experience.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN Driver's License.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Understanding of the organization's goals and objectives.
- Excellent interpersonal skills.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to effectively supervise staff.
- Knowledge and skills in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Travel		X		
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____