



**PIERCE COUNTY**  
invites applications for the position of:

## **Community Services Division Manager**

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**SALARY:** \$85,492.54 - \$115,294.95 Annually

**OPENING DATE:** 07/15/19

**CLOSING DATE:** Continuous

**DESCRIPTION:**



**This position is open until filled with a first consideration date of July 24, 2019.  
This recruitment may be used to fill future vacancies.**

**About the Human Services Department:**

Pierce County Human Services is the community and human services arm of the Pierce County government. It is the largest contributor to Pierce County's safety net providing services and funding to nearly 170 agencies and governmental jurisdictions. The department collaborates with its community partners, including other public and non-profit funders and service providers, to understand current and emerging community and human services needs. The department strives to create and invest in a comprehensive and integrated regional services system.

**POSITION SUMMARY:**

**Why It's a Great Opportunity:**

You will have a unique opportunity to lead an innovative team of employees with an annual budget of over \$33 million with a focus in three primary program areas: *Homeless Housing Services, Affordable Housing Finance, and Community Development Programs*. You will be highly engaged with the community and collaborate with diverse stakeholder groups, including providers, families, tribes, coalitions, advocates, legislators, and other community providers. You will have the opportunity to make a difference in people's lives, have an impact on the communities we serve and make a positive contribution to Pierce County. You will be part of a team of highly-motivated, compassionate and engaged employees working together to support a livable Pierce County.

**Why It's a Great Department:**

The Human Services Department has strong, committed and passionate leadership. Employees of Human Services are talented and diverse, speaking 16 foreign languages. We foster collaboration among teams, divisions, departments and external partners. Human Services employees are engaged and caring individuals. The County supports modernized communication through social media, newsletters and other tools, and encourages community input through advisory boards and community needs assessments.

**How to be Successful in the role:**

The successful candidate will report to the Human Services Director and serve as a member of the management team. The successful applicant can expect to plan and assign work independently after objectives, priorities and deadlines have been defined.

**Your Future in this Role:**

As the successful candidate, you will lead and manage the Community Services division, innovate programs, and plan and implement human services change management strategies. You will be a trusted leader and partner, establishing strong relationships and authentic collaborations with a variety of stakeholders for success.

**Core Daily Responsibilities:**

- Manage all activities of an assigned division including, but not limited to, program management, supervision of assigned employees, contract compliance and budget management.
- Utilize sound business and financial acumen to develop innovative human services plans and strategies using relevant data, trends and research to determine needs, allocate resources and make recommendations.
- Measure performance and improve the quality of services of assigned programs.
- Ensure that service delivery and programs comply with applicable laws, policies and funder requirements.
- Facilitate consensus to maximize the services and outcomes within budgetary constraints.
- Establish and maintain effective working relationships with County officials, employees and the public.
- Manage program aspects of the annual budget and assist with budget implementation.
- Lead a diverse group of individuals with different levels of understanding and knowledge.
- Perform other job functions as assigned.

This is a summary of the duties. It is not all-inclusive, and other related activities or tasks may be assigned. A classification description with a more detailed list of essential functions the Community Services Division Manager may perform can be found [here](#).

## **QUALIFICATIONS:**

### **Recruiting Requirements:**

- Bachelor's degree in social work or public or business administration; and,
- Five years of progressively responsible work experience that demonstrates the ability to perform the essential functions of the position;
- Two years in a managerial/supervisory role is required; and
- Additional education or related experience may be substituted equally for the recruiting requirements.

### **Preferred Qualifications:**

- Knowledge and expertise of social services systems that focus on homelessness, affordable housing, and/or community development.
- Knowledge of Federal, State and local policies and regulations related to Affordable Housing, Homelessness and/or Community Development.
- Experience and background in either public funding of Affordable Housing, Homeless Housing or Community Development activities, and budget development.

### **Special Requirements/Qualifications:**

- Valid Washington State Driver's License.
- Ability to successfully complete all required background investigations.

## **SUPPLEMENTAL INFORMATION:**

### **To be considered for this opportunity please:**

- Complete and submit an online Pierce County Employment Application by selecting "APPLY" above or go to: [www.piercecountywa.org/jobs](http://www.piercecountywa.org/jobs).
- If you do not have internet access, you may visit your local public library or any WorkSource location and use their computers.
- Individuals needing accommodation with the application, testing process or needing this job announcement in an alternative format may call Human Resources at (253) 798-7480, at least two days prior to the need.

This is a competitive selection process. Your application form will be reviewed and evaluated for the quality and quantity of education/experience in the areas listed. Applicants whose qualifications most closely correspond to the County's needs will be eligible for further consideration. Notification of application status normally occurs 4 to 6 weeks after the closing date. Short notice may be given to applicants to participate in further selection processes which may include written, oral and performance examinations, and interviews.

As an Equal Employment Opportunity Employer, Pierce County welcomes a diverse workforce. Pierce County does not discriminate based on race, creed, religion, color, national origin, sex, sexual orientation, marital status, age, disability, veteran status,

the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.

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APPLICATIONS MAY BE FILED ONLINE AT: Position #19-00268  
<http://www.piercecountywa.org/jobs> HUMAN SERVICES DIVISION MANAGER  
DB

Pierce County Human Resources  
950 Fawcett Avenue, Suite 200  
Tacoma, WA 98402  
(253) 798-7480  
For Sheriff's Department positions: 253-798-6250

[pchumanresources@co.pierce.wa.us](mailto:pchumanresources@co.pierce.wa.us)

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### Human Services Division Manager Supplemental Questionnaire

- \* 1. How many years of progressively responsible work experience that demonstrates the ability to perform the essential functions of the position do you have?
  - None to less than 1 year
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years to less than 5 years
  - 5 years to less than 7 years
  - 7 years to less than 10 years
  - 10 years or more
- \* 2. Please describe your above experience.
- \* 3. Select your highest level of completed education.
  - High School Diploma or GED
  - Associate's Degree
  - Bachelor's Degree
  - Bachelor's Degree in social work or public or business administration
  - Master's Degree
  - Master's Degree in social work or public or business administration
- \* 4. Do you have at least two years in a managerial/supervisory role?
  - Yes
  - No
- \* 5. Please describe your managerial/supervisory experience.
- \* 6. After closely reviewing this job announcement, why do you believe you would be an outstanding candidate for this opportunity?
- \* Required Question