Richland County

Position Description

Position Title: Health and Human Services Director **Department:** Health & Human Services

Reports to: County Administrator **Pay Grade: 22**

Date: 06/29/2025 **Hours per week:** 40

Purpose of Position

The purpose of this position is to direct, administer and supervise all programs and services within the Health and Human Services Department of Richland County.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Interpret and assure implementation of federal, state, and county statutes, rules, policies, and procedures related to health and human services, including submission of all necessary reporting.
- Cooperate with representatives of state departments in the development and operation of state supervised county health and human services programs and submit required reports.
- Research, develop, implement, and review agency programs, policies, and procedures.
- Direct financial plans including preparation of budgets, maintenance of fiscal controls, and submission of required reports.
- Work with the Health and Human Services Board in policy making and community interpretation and bring to the Board appropriate issues for advice.
- Plan, administer, supervise, and evaluate, directly and through delegation, responsibilities and performance of staff and contracted agencies for the efficient and effective operation of programs. Establish and maintain sound supervisory practices, including periodic evaluations and disciplinary actions.
- Administer a departmental personnel program, in compliance with the county's union contract and personnel policies and responsible for the appointment of staff consistent with knowledge, skills, and abilities, with the input and cooperation of the affected Program Manager.
- Provide supervision and direction to agency supervisors through individual conference and management group meetings.
- Administer an effective staff development program including in-service training and appropriate use of educational resources.
- Negotiate and sign contracts with provider agencies.
- Involve other agencies and citizens in an advisory committee role to stimulate community input into program planning.
- Collaborate with other agencies, officials, and citizens in planning for coordinated community services.
- Discuss health and human services issues with representatives of local, state, and federal government, including legislators.

- Provide updates, reports and community needs to the County Administrator, County Board and State Representatives.
- Conduct agency staff meetings and maintain other forms of intra-departmental communication.
- Represent Richland County Health and Human Services to the community at large through professional interaction and participation in community advisory groups.
- Ensure compliance with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Maintain the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act.
- Maintain current knowledge of program requirements and best practices and participate in continuing education opportunities.
- Attend conferences, trainings, committees, and meetings.
- Perform other duties as assigned or apparent.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human services related field required, master's degree preferred. Five years of experience in an administrative and supervisory capacity required. Current WI Driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communications

- Ability to communicate effectively, orally and in writing, and have strong positive customer service skills.
- Ability to establish and maintain effective working relationships with others.
- Ability to interpret and explain complex laws, policies, and practices to a variety of audiences.

Skills, Knowledge, and Abilities

- Knowledge of health and human services activities including State and Federal program requirements; budgeting and fiscal management; legal requirements of programs; goals, principles, and practices.
- Substantial knowledge of federal, state, and local laws, rules and regulations related to program areas.
- Demonstrated ability to provide strong leadership and make quality decisions.
- Ability to administer complex health and human service programs.
- Working knowledge of computers, computer programs, and data entry.
- The ability to develop and implement goals and objectives; plan, coordinate, direct and evaluate the work of others; develop and implement policies and procedures; and to supervise personnel in a manner conducive to efficient performance and high morale.
- Knowledge of laws and ethics pertaining to data privacy.
- Ability to set policies and goals for the agency with top management guidance.

Physical Requirements

- Ability to exert moderate physical effort in sedentary to light work, involving stooping, kneeling, and crouching. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull.

Working Conditions

- Work is performed in an office setting and in the community. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury.
- This position may be exposed to mental effort and stress as well as angry or confused persons and offensive language.
- This position frequently performs work under high attention to detail and deadlines.

Special Requirement

As a post-offer pre-employment condition, a criminal background check must be completed and passed. Richland County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history. Wisconsin's Fair Employment Law, s.111.31-111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. Management reserves the right to make employment contingent upon the successful completion of the background check. The cost of the background checks will be covered by Richland County.

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

_____	_____
Employee's Signature	Supervisor's Signature
_____	_____
Date	Date