



Osceola County

Human Services Assistant Director

SALARY	\$87,110.40 Annually	LOCATION	Kissimmee, FL
JOB TYPE	Full-time	JOB NUMBER	02101
DEPARTMENT	Housing & Community Services	DIVISION	Human Services
OPENING DATE	03/29/2024	CLOSING DATE	4/8/2024 11:59 PM Eastern

General Description of Duties

****Position subject to close at any time****

PURSUANT TO SECTION 110.205(2) OF THE FLORIDA STATUTES, THIS POSITION IS EXEMPT FROM VETERAN'S PREFERENCE.

NOTE TO INTERNAL APPLICANTS: INTERNAL CANDIDATES IN THE SAME CLASSIFICATION AND/OR PAY GRADE AS THE POSITION POSTED WILL NOT RECEIVE A PAY ADJUSTMENT IF SELECTED.

Under executive direction, the purpose of the position is to perform highly responsible work managing Federal, State, and locally funded programs associated with Housing, Community Development, and/or Community Services. Programs may consist of but are not limited to the Housing Choice Voucher Program (Section 8), Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grant (ESG), State Housing Initiatives Partnership Program (SHIP), Shelter Plus Care, and other department programs targeted to serve low to moderate income County residents. Employees in this classification function at middle management level to develop goals within available resources with the determination and implementation of eligibility, continued eligibility, maintenance of files, determination of proper rent rates, rent increases, and compliance with policies and procedures (e.g., US Department of Housing & Urban Development (HUD), Florida Housing Finance Corporation (FHFC), Florida Department of Economic Opportunity (DEO), etc.). Work includes the preparation of a variety of grant applications necessary to provide a range of opportunities.

Essential Job Functions

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops, implements, and manages operations in support of division goals and objectives; coordinates activities with other departments and agencies as needed.
- Develops and revises policies and procedures for successful implementation of programs.
- Develops short and long-term plans; gathers, interprets, and prepares data for various reports and makes recommendations; evaluates work procedures, schedules, and workflow.
- Assist with the development of program budgets and monitors ongoing to ensure programs are operating within established financial parameters.

- Supervises, trains, schedules, and evaluates the work of supervisory and professional staff; communicates plans, policies, and procedures to staff; assists in performing the duties of staff.
- Prepares and delivers presentations to the Board of County Commissioners, Affordable Housing Advisory Committee (AHAC), Community Development Block Grant Task Force (CATF), Not-for-Profit Agencies, Lenders, Realtors, and other community groups; provides professional advice and recommendations to Department Director.
- Researches grants for which Osceola County may be eligible to make application.
- Provides the appropriate department with technical assistance needed to submit grant applications.
- Prepares grant applications for Housing and Community Programs, as appropriate, ensuring coordination with the necessary not-for-profit agencies, councils, or advisory boards.
- Monitors all grants for reporting requirements, and provides assistance and direction to Project Directors, as needed.
- Ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.
- Schedules meetings for the various Citizens Advisory Boards as required by Federal and State Regulations.
- Performs a variety of critical recordkeeping and administrative duties; manages and maintains department recordkeeping, filing systems, and relevant materials appropriate to assigned unit(s).
- Assists with specialized projects to support administrative processes of the division.
- Performs duties as assigned/necessary which are related, or logical in assignment to the position.

Minimum Qualifications

Education: Bachelor's Degree in Public Administration, Political Science, Business Management or related field;

Experience: Five (5) years progressively responsible Housing and/or Community Services experience related to the essential job functions, three (3) of which must have been in a supervisory capacity. Demonstrated experience performing grant funding/management required.

Miscellaneous: Must possess and maintain a valid Florida Driver's License.

Knowledge, Skills and Abilities

- Ability to effectively manage a staff comprised of supervisory and professional employees engaged in carrying out departmental functions.
- Extensive knowledge of house sales, closing qualifications, and mortgage closing activities for home buyer's assistance.
- General knowledge of contract management and an understanding of community development projects, including economic development, housing rehabilitation, and emergency rehabilitation.
- General knowledge of the Consolidated Plan, Annual Action Plan, Citizen Participation Plan, Analysis of Impediments, and any other required plan, policies, and documents for implementation of all programs. Ability to ensure documents are in compliance with federal and local applicable rules and regulations.
- Extensive knowledge of the general operations and procedures of a Public Housing Agency (PHA).
- Extensive knowledge of the purposes, policies, and regulations of the Housing Agency as established by the Board of County Commissioners, as set forth by HUD regulations.
- Extensive knowledge of requirements, rules, and regulations for Housing Assistance Plans (HAP).
- Extensive knowledge of requirements, rules, and regulations for federal and state funded programs such as CDBG, ESG, HOME, NSP, and SHIP; extensive knowledge of requirements, rules, and regulations for Section 8 housing.
- Ability to understand, follow, and supervise written and oral instructions.
- Ability to communicate effectively verbally and in writing.
- Skill in establishing and maintaining effective working relations with all levels of management, employees, other departments, officials, and the general public; skill in the principles and techniques of customer service skills.
- Skill in preparing complex correspondence, summaries, and reports in a clear and concise manner; skill in business English, e.g., correspondence formats, spelling, punctuation, and grammar.
- Ability to access, operate, and maintain various software applications.

- Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Skill in reading, updating, and maintaining various records and files; skill in complex administrative support functions, e.g., records maintenance, data analysis, reports processing, and documentation proofing.

PHYSICAL DEMAND REQUIREMENTS:

Physical Demand: Sedentary

- 10 pounds maximum lifting.
- Occasional (up to 1/3 of the work time) lifting, carrying, pushing, and pulling.
- Some occasional walking or standing may be required.
- Expressing or exchanging ideas by spoken word or perceiving sound by ear.
- Good eyesight for production or safety of self and others.

Agency

Osceola County

Address

1 Courthouse Square, Suite 4200

Kissimmee, Florida, 34741

Website

<http://www.osceola.org>

Human Services Assistant Director Supplemental Questionnaire

***QUESTION 1**

Do you possess a Bachelor's Degree in Public Administration, Political Science, Business Management, or a related field? If so, please list your major. (Education must be demonstrated in the "Education" section of the application.) If no, list N/A.)

***QUESTION 2**

Briefly list the number of years and explain your professional level of experience in Housing and/or Community Services related to the essential job functions. (Experience must be demonstrated in the "Work Experience" section of the application.) If none, list N/A.

***QUESTION 3**

Briefly explain your experience preparing and managing annual budgets. (Experience must be demonstrated in the "Work Experience" section of the application.) If none, list N/A.

***QUESTION 4**

Briefly explain your experience performing grant funding/management. (Experience must be demonstrated in the "Work Experience" section of the application.) If none, list N/A.

***QUESTION 5**

Briefly list and explain your supervisory experience. (Experience must be demonstrated in the "Work Experience" section of the application.) If none, list N/A.

***QUESTION 6**

Do you possess a valid Driver's License? If yes, what state?

* Required Question