



## CITY OF COLONIAL HEIGHTS (VA)

### Director of Office on Youth/Human Services

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**SALARY RANGE:** \$80,000.00 - \$137,739.00 Annually

**CLOSING DATE:** August 12, 2019 at 5:00 PM (EST)

#### **DESCRIPTION:**

The City of Colonial Heights is seeking a highly professional, results-oriented Director of Office on Youth/Human Services. The Director, who reports to the City Manager, provides the overall direction and supervision over all aspects of the department, and ensures that activities are completed consistent with goals, objectives, and directives.

The position is responsible for coordinating, overseeing and evaluating a variety of youth and human services functions, activities, programs and services, to include providing leadership, financial oversight and program/staff supervision.

#### **EXAMPLES OF DUTIES:**

- Provides leadership, planning, and financial oversight for Virginia Community Crime Control Act (VJCCCA), the Kids' Achieving Progress Afterschool Program (K.A.P.), and the Office on Youth.
- Develops, solicits, monitors, and executes grants.
- Manages, develops and administers the department's budget and monitors and approves expenditures.
- Directs community education activities and resources to increase awareness and understanding of available resources, issues and needs relating to youth and families in Colonial Heights.
- Develops, presents, and initiates policy initiatives.
- Serves as the City's representative on the Children's Services Act (CSA) Policy and Management Team.
- Assesses and creates youth development and prevention programs based on identified needs.
- Supervises Family Assessment and Planning Team (FAPT) representative.
- Ensures that all activities are in accordance with applicable law, rules, and regulations.
- Serves as the City's representative on various committees, boards and task forces.
- Serves as the liaison to the Youth Services Commission.
- Directs staff support for engagement of youth with the Youth Advisory Council.
- Oversees and directs staff, interns and volunteers.
- Addresses public and professional inquiries.

#### **EDUCATION & EXPERIENCE:**

- A Bachelor's Degree with over 10 years, or Master's Degree with over 5 years, directly related supervisory experience or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Desire experience in a Human Services field, with experience in areas of youth development, prevention, intervention, treatment desirable.
- Considerable knowledge of the principles and practices of program development, management, and administration for youth programs.
- Considerable knowledge of operational characteristics, services and activities of assigned human services programs and functions; and of community engagement, community outreach, and boards and commissions.
- Ability to interpret and apply federal, state and local policies, laws and regulations.
- Must have strong leadership, managerial, communication (oral and written), and presentation skills; must have a clear and open communication style.
- Needs the ability to plan, organize, direct and evaluate the work of subordinate staff.
- Needs the ability to build strong working relationships within and across departments, with the City's Management team, the Mayor and City Council, and other City officials.
- Possess or obtain a valid Virginia driver's license.
- Successfully pass a criminal background investigation & pre-employment medical/drug screening.

Visit the City's website at [www.colonialheightsva.gov](http://www.colonialheightsva.gov) to apply online **by 5:00 p.m. (EST) on Monday, August 12, 2019.** EOE.