

Jefferson County Job Description

Position Title:	Social Services Liaison	Grade Level:	VI
Department	County Commission	Date:	2-8-23
Reports to:	County Administrator	FLSA Status	Exempt

Statement of Duties: Responsible for coordinating various affordable housing resources in the County in an attempt to obtain funding and additional resources to assist the homeless and at risk of homelessness population.

Supervision Required: Employee works under the general direction of the County Administrator. The employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Confidentiality: Access to *some confidential information*, not department-wide that is obtained during performance of essential functions, where the effect of any disclosure would probably be negligible or where the full significance of the overall confidential matter would not be apparent in the work performed.

Accountability: Consequences of errors or poor judgment may include adverse public relations, missed deadlines, monetary loss, legal repercussions, labor/material costs, and jeopardize programs.

Judgment: Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

Jefferson County Job Description

Work Environment: The work environment involves *everyday discomforts typical of indoor environments such as office settings*, with *infrequent exposure to outside elements*. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Mental stress is usually present in the form of being required to weigh competing and concurrent demands under deadline pressures.

Nature and Purpose of Public Contact: Duties involve *constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the county's overall interest*. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the county effectively in critical and important situations which may influence the well-being of the county.

Occupational Risk: Duties of the job present *little potential for injury*. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Plans, organizes, directs, coordinates, and implements the work plan and policies related to the County-wide housing projects and programs.
2. Generate resources and funding to assist the homeless population and those at risk for homelessness.
3. Ascertain housing needs in the County and available resources to assist the County's homeless population.
4. Research available affordable and supportive housing options.
5. Research and apply for federal, state, local, and private grants. Research other funding opportunities for affordable housing, programs to prevent homelessness, and other programs that would support the homeless population and those at risk of homelessness.
6. Direct and coordinate grant acquisition and contract management for housing programs.
7. Develop partnerships with housing and community providers and organizations to assist the County homeless population.
8. Engage landlords to create housing opportunities.
9. Represent the County and municipalities at meetings regarding housing issues for homeless populations and assist in educating the community on changing policy as it related to access to affordable housing.

Jefferson County Job Description

10. Prepare and present policy recommendations to the County Commission and City Councils with regard to housing for the at-risk and homeless populations.
11. Maintain all related records and documents.
12. Other duties as assigned

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree from an accredited college or university in Social Services, Public Policy, Public Administration, Business Administration. Three to five years of progressively responsible work experience in public or private affordable housing policy and/or affordable housing development. Specific experience in financing affordable housing is desirable. Four years of relevant experience may be substituted for the education requirement or a combination of education and experience.

Knowledge, Abilities and Skill

Knowledge: Knowledge of federal, state, and local housing legislation, regulations, programs, and resources. Knowledge of housing programs, functions, and services.

Abilities: Ability to interact effectively and appropriately and establish collaborative relationships with the public, policy makers, community partners, and state federal, and local officials. Ability to perform multiple tasks and plan, organize, direct, develop, and implement housing policies. Ability to exercise ingenuity in solving County-wide housing and homeless problems.

Skills: Excellent written and oral communication skills. Working knowledge of Microsoft Word, Outlook, and Excel.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: *Little or no physical demands* are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper (up to 30lbs.).

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a personal computer and/or most other office equipment, typing and/or word processing, filing, sorting of papers or operating a motor vehicle.

Visual Demands: Visual demands include constantly reading documents for general understanding

County Administration
Social Services Liaison
02/8/23

Jefferson County Job Description

and for analytical purposes.