

**CLASS TITLE: REGIONAL MANAGER  
(HUMAN SERVICES)**

**Class Code: 02823400  
Pay Grade: 35A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, organize, and coordinate the continuing operation of a large human services field agency involving complex administrative responsibilities in the coordination of said services, and management of the custodial and maintenance operation of the physical facilities; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with wide latitude for the exercise of independent initiative and judgement; work is subject to review through conferences and reports for conformance to departmental policies and procedures.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and directs the work of a professional, paraprofessional and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, organize and coordinate the continuing operation of a large human services field agency involving complex administrative responsibilities in the coordination of said services, and management of the custodial and maintenance operation of the physical facilities.

To be responsible for immediate and long range planning and scheduling for day-to-day operations through interpretation and implementation of departmental programs, policies, and procedures.

To establish internal policies and procedures not circumscribed by a higher authority and implement these policies through subordinate supervisory or consultative staff.

To represent the agency in contracts with individuals, human services agencies, and other community organizations, and coordinates operating programs with community needs.

To interpret program objectives to individuals, public or private agencies and other community organizations to obtain mutual understanding, cooperation and support.

To evaluate program and staff effectiveness and participate in the development and direction of continuing training programs to meet staff needs at all levels.

To direct the compilation of reports, preparation of correspondence and maintenance of files and records.

To be responsible for the management of the care and maintenance of buildings and grounds.

To make recommendations to superiors on budgetary matters concerning personnel, equipment and materials.

To conduct staff meetings and conferences to coordinate and integrate services.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the modern principles, policies, and current developments in the broad field of public welfare; a thorough knowledge of the principles and practices of supervision, administration, and of community organization; a thorough knowledge of current social, economic and health problems and available resources as related to public welfare; the ability to interpret and implement new programs; a working knowledge of state institutions and community and social welfare agencies; the ability to plan, organize, and direct the work of others; a working knowledge of the principles and practices of governmental accounting, budgeting, personnel

administration, and related areas in public administration; a thorough knowledge of the principles of effective supervision and administration; the ability to express ideas clearly and concisely orally and in writing, and to speak effectively in public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Master's Degree in Social Work, Public Administration, or Business Administration; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory and administrative capacity directing human services programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: September 2, 1973

Editorial Review: 3/15/03