

DEPARTMENT: County Counsel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Approve this resolution adopting the attached revised class specification for the position of Community Services Director and appointing the Community Services Deputy Director to this position effective August 3, 1998 at an annual salary of \$39,590.

The incumbent Community Services Director has announced his retirement effective August 1, 1998. This appointment will provide for continuity of service delivery by that department. As part of this transition, supervision of support services for veterans, their dependents and survivors will continue to be a responsibility of the Community Services Director; however, day-to-day responsibility will be assigned to the proposed new extra-help classification of Veterans' Services Officer. This proposed new classification will be presented to the Board for their review and adoption as a separate agenda item.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this revision to the Community Services Director class specification and requested appointment and direct staff to open a recruitment to fill the anticipated vacancy.

Make any changes to the proposed revised class specification as deemed necessary by the Board.

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 98-296 Ord. No. _____
Vote - Ayes: _____ Noes: _____
Absent: _____ Abstained: _____
() Approved () Denied
() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action
Comment: See Separate Memo
A.O. Initials: JH

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JEFF GREEN, COUNTY COUNSEL/PERSONNEL
FROM: MARGIE WILLIAMS, Clerk of the Board *mw*
SUBJECT: COMMUNITY SERVICES DIRECTOR

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on July 21, 1998

ACTION AND VOTE:

B) Resolution Adopting Revised Class Specification for the Position of Community Services Director and Appointing Mary E. Williams to this Position Effective August 3, 1998 at an Annual Salary of \$39,590; and

C) Resolution Approving New Extra-Help Class Specification for the Position of Veterans' Services Officer at an Hourly Salary Rate Tied to Step One of the Social Worker III Salary Range

BOARD ACTION: (M)Parker, (S)Pickard, Res. 98-296 adopted approving revised class specification for the position of Community Services Director and appointing Mary E. Williams to this position effective August 3, 1998; and Res. 98-297 adopted approving the new extra help class specification for the position of Veterans' Services Officer as recommended. Motion was amended, agreeable with maker and second, to include designation of the Public Works Department, Parks and Recreation Division to oversee the County cemeteries. Mike Edwards, Public Works Director, provided input. Ayes: Unanimous. Chair Reilly introduced Mary Williams.

cc: Mary Williams, Community Services Director
Ken Hawkins, Auditor
Janet Hogan, County Administrative Officer
Nancy Kyle, Personnel Analyst
File

MARIPOSA COUNTY

JOB TITLE: Community Services Director

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, coordinate, administer, and efficiently and economically operate a senior supportive services program; a senior nutrition congregate meals program; a senior nutrition home-delivered meals program and a County transit system. This job class requires a high level of organizational and administrative skills and designated specialized knowledge relating to the programs of the department. Employees in this class receive executive direction within a framework of overall County objectives.

SUPERVISOR: This position is appointed by and serves at the pleasure of the Board of Supervisors

TYPICAL DUTIES

- Plans, organizes, coordinates and administers programs to assist and provide services to seniors and the general public
- Prepares and presents budgets for the Mariposa County Board of Supervisors and the Area 12 Agency on Aging, and monitors these budgets to ensure the accountability of funds expended
- Directly or through subordinate staff assists seniors to obtain benefits under federal and state statutes and programs
- Oversees operation of the County Transit System and actively participates in the "unmet transit needs" process
- Speaks before various groups and organizations in regard to all departmental programs, and specifically regarding the needs of the elderly
- Prepares funding requests for grant funds, maintains records and submits required data to justify the receipt of subvention, grant and other funds from federal, state and other agencies
- Prepares and submits a variety of reports to the Board of Supervisors, State Treasurer and Area 12 Agency on Aging

MARIPOSA: Community Services Director

TYPICAL DUTIES (Cont'd):

- Supervises support services for the Veterans' Services Officer including overseeing scheduling, record-keeping and ordering needed items
- Selects, trains, supervises, schedules and evaluates department employees
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- Federal, state and local laws and regulations affecting the rights and benefits of senior citizens; specifically Title III, Older Americans Act, as amended
- Federal, state and local laws and regulations affecting transit administration and operations including those affecting the Local Transportation Commission, State Transit Authority, Urban Mass Transit and California Highway Patrol requirements
- counseling techniques, business administration, basic record-keeping and current management methods and techniques
- the principles and practices of supervision and training

Ability to:

- plan, organize and administer broad and diversified service programs for seniors and the general public
- analyze and evaluate situations and adopt an effective course of action
- prepare responses to requests for proposals and justify subvention and grant funds
- develop efficient routes for transit services
- interpret and explain laws, rules and policies affecting the various departmental programs; stay current with changes in laws, regulations, policies, etc. affecting department programs

MARIPOSA: Community Services Director

Ability to (Cont'd):

- prepare, justify and administer departmental and program budgets and plans; maintain accurate funding, budgetary and expense records; and prepare a variety of reports
- exercise initiative to promote program goals and objectives
- effectively communicate in both oral and written form
- select, manage and formally evaluate personnel
- maintain confidentiality of records
- establish and maintain effective work relationships with those contacted in the performance of required duties

MINIMUM QUALIFICATIONS:

- 30 college credits in business, accounting, public administration or a related field; 30 college credits in counseling and guidance; and three years of full-time paid experience in a responsible position involving wide public contact in a counseling or advisory capacity with supervision and program planning assignments. Work experience which includes service delivery to seniors is highly desirable. An additional three years experience may be substituted for the college requirements. Possession of a valid California Driver's License is required.

CSDir.frm
Creation Date: 6/94
Revision Date: 7/21/98 (B/S 98-296)