

**CITY OF BURIEN, WASHINGTON**  
**JOB DESCRIPTION**

**Title:** Human Services Manager  
**FLSA Status:** FLSA Exempt

**Department:** City Manager  
**Reports to:** City Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

**General Position Summary**

The Human Services Manager develops, plans, implements, and administers the operations and activities of human services within the City of Burien. Provides leadership and guidance to the Human Services Commission; manages the City's Community Development Block Grant (CDBG) funded programs; provides resource and referral information to citizens in need; provides human services contract management and oversight; and partners with agencies and South King County jurisdictions to administer Human Services policies and programs

**Essential Functions**

- Support and model the identified vision, values and behaviors of the organization.
- Facilitate the regional, bi-annual application/allocation process in partnership with the City of Burien's Human Services Commission. Develop rating tools and evaluation forms. Conduct technical and financial review of all applications.
- Assist agencies in applying for human services funds, meeting performance requirements, and serving Burien residents. This includes monitoring budget and expenditures; compiling quarterly invoices and performance reports.
- Develop, negotiate, prepare and administer contract agreements with human services agencies.
- Review, approve, and process invoices for payment to human services agencies. Ensure contract requirements are met prior to payment.
- Oversee all records associated with human services agencies the City funds including reports, approval of insurance, contracts, correspondence, and project information.
- Work with other jurisdictions on human services contract management. This includes administration of joint contracts and creating reporting forms.
- Provide leadership and guidance to the Human Services Commission on current projects, trends, and issues related to human services. Develop and manage the work program for the City's Human Services Commission to ensure objectives are met and well informed recommendations are made to the City Council. Prepare all necessary Commission documentation.
- Manage the Community Development Block Grant (CDBG) Program for the City.
- Coordinate with King County CDBG Consortium staff to monitor and enforce CDBG contract provisions on assigned CDBG projects.
- For those agencies/projects that are allocated CDBG funds, determine eligibility, benefit, feasibility, federal threshold requirements, King County Consortium requirements, and consistency with the City of Burien Comprehensive Plan.
- Providing technical/project management assistance to actual and prospective Community Development Block Grant (CDBG) applicants.
- Establish and implement appropriate administrative controls to comply with federal, state, and county requirements, which include the sub-recipient audits.
- Provide resource and referral information to City residents in need.
- Represent the City in in South King County human service planning groups, Consortium-wide CDBG planning processes and other regional groups.

- Assess partnerships and programs to address critical and emergent Human Service needs.
- Collaborate efforts between City staff, service providers and clients to meet the needs of the community. Advise staff and Council of emerging needs, relevant issues and concerns.
- Produce required reports, forms, and news publications.
- Performs other duties as assigned.

### **Secondary Functions**

- Serves on and participates in various committees.
- Prepares, writes, and administers grants.

### **Job Scope**

Position is subject to a wide diversity of work situations requiring a high degree of complexity. Employee operates independently with minimal supervision and determines own practices and procedures.

### **Specific Job Skills**

#### **Knowledge of:**

- Applicable federal, state, and local regulations, requirements, and policies. This includes but is not limited to: requirements for CDBG and HOME-assisted contracts.
- Human Services programs and non-profit agencies.
- Municipal planning principles and practices related to public services and capital improvement projects.
- Techniques used in public involvement process
- Recordkeeping techniques.
- Research methods.
- Technical aspects of field of specialty

#### **Ability to:**

- Prepare contracts and negotiate, monitor and administer grants and contracts.
- Monitor and enforce federal and local procurement requirements on assigned CDBG projects.
- Administer Community Development Block Grant program.
- Establish and maintain cooperative and effective working relationships with other staff from other cities and agencies.
- Communicate effectively both verbally and in writing utilizing courtesy, tact, and patience.
- Present CDBG policies and programs to the City Council, Human Services Commission, and potential applicants.
- Meet stringent schedules and timelines.
- Work independently with little direction.
- Research, analyze and utilize data.
- Read, interpret and apply policies, procedures, codes, rules, and regulations.
- Make oral presentations at public meetings and hearings.
- Use personal computer applications including word processing and spreadsheets.
- Attend evening and early morning meetings occasionally.

### **Mental Abilities**

Position requires continuous decision making, problem analysis, independent judgment and/or independent action, and the ability to read, write, speak, and understand English; frequent interpersonal skills, use of discretion, and performance of basic math; occasional customer service; and rare negotiation, presentations/teaching, and performance of advanced math.

**Physical Abilities**

Position requires frequent sitting, fingering, hearing, and repetitive motions of hands and wrists; occasional walking, standing, talking, and reaching; and rare repetitive motions of feet. Incumbent must be able to push, pull, lift and carry ten pounds.

**Education and/or Experience:**

Any combination equivalent to: graduation from a four year college with a degree in social work, public administration, business, planning, or related field and two years increasingly responsible experience in contract management.

**Special Requirements**

- Valid Washington Driver's License with satisfactory driving record.
- Successful completion of pre-employment background check.

**Job Conditions:**

Work is primarily performed in an office environment and may involve travel to a variety of locations to attend meetings. Occasionally may be required to work through lunch meetings and attend morning and evening meetings scheduled outside of regular work hours. Driving to conduct work is required.

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