

Human Services Director



The City of Williamsburg is pleased to announce the opening of the **Human Services Director** position. The City of Williamsburg is a service oriented organization of more than 200 employees with an operating budget of \$37.3 million. The Human Services department provides a broad array of human service programs for city residents who have financial, social, educational, health, and emotional needs. The department serves on the front line of intervention, assessment, service provision, and/or referral to appropriate agencies and organizations in the Williamsburg area, and is committed to engaging its residents and providing client focused services that maintain or improve the quality of life for clients and their families. That commitment is demonstrated across all departments independently and collaboratively. The Human Services Department includes 25 city and state grant funded positions to deliver social services, benefit programs, and public housing.

The **Human Services Director** provides leadership and direction in the management, planning, evaluation and delivery of Human and Social Services benefit programs. The position is responsible for establishing and implementing effective programs that are consistent with state and federal mandates, and align with the City's strategic goals. The Human Services Director oversees all aspects of day-to-day administration and budget preparation, as well as seeks new funding sources and advocates to ensure sufficient funding with contacts at the state and federal level. The position reports to the City Manager and will maintain collaborative relationships with community groups, partner agencies and other city departments for the efficient and effective delivery of services.



The **ideal candidate** is a seasoned Human Services professional with expertise in federal, state and local laws, and regulations pertaining to social service programming, service delivery, administration and client rights. The preferred candidate will demonstrate thorough knowledge of local government organization and operations, the roles and relationships of organizational partners, and the strategic goals and initiatives necessary to achieve the City of Williamsburg's goals and vision.

A strong community is not only concerned about bricks and mortar, but also about the quality of life that is created by and for all of its members.

The candidate should be a "hands-on" manager and exemplify public service leadership. The candidate should also have a strong background in effectively administering social work programs and navigating highly sensitive social issues. The candidate must have the ability to prepare and submit all required reports in a timely, complete and accurate fashion, and have an indisputable reputation for

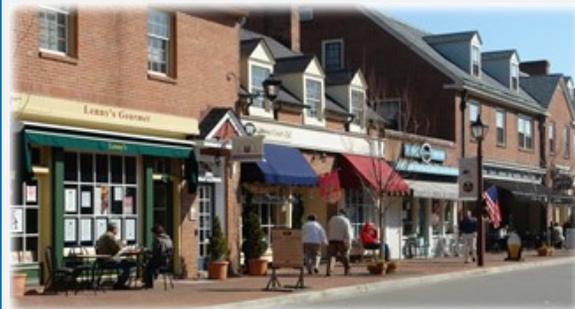
high standards of ethical conduct, integrity, transparency and honesty. A proven record as a team builder, team player, good communicator, good listener and problem identifier/solver is essential. Understanding of special needs populations, diversity issues and client relations is also a key requirement.

Additionally, the successful candidate will have the ability to work as a member of a team, be able to plan, organize and supervise staff and resident activities as well as an ability to instill and maintain public trust in the City's mission and role in the community. The successful candidate will have a Master's degree in Social Work, Psychology or related field and a minimum of several years of social services experience.

Starting salary negotiable depending upon qualifications and experience. The City of Williamsburg provides a comprehensive and competitive benefits program. Qualified candidates should submit a resume, cover letter and three (3) professional references by May 15, 2019 to: Dawn Hicks, Human Resources Director 401 Lafayette Street, Williamsburg, VA 23185 or dhicks@williamsburgva.gov .

Virginia's Colonial Capital

Williamsburg is an independent city located on the Virginia Peninsula on the I-64 corridor, midway between Richmond and Norfolk/Virginia Beach. Williamsburg rests in the center of the Eastern Virginia region, which has a population of over 2.5 million. The City's 2015 population is 15,064 distributed over 9.2 square miles. Residents



and visitors are provided a variety of leisure activities and recreational opportunities year round. There is a 2,700 acre lake that offers fishing and other water related activities, a disc golf course, and hiking, biking and walking trails. The area has well known attractions such as nationally known theme parks, Water Country USA and Busch Gardens. The beaches along the Atlantic Ocean and Chesapeake Bay are an hour's drive from Williamsburg. Cultural activities in Williamsburg and the Hampton Roads area include several museums, a performing arts center, symphony

orchestra, the Jamestown Settlement, the Yorktown Battlefield and the Virginia Air and Space Center. The City's fully accredited public school system is jointly funded with James City County. The school system is comprised of nine elementary, four middle and three high schools. Williamsburg also has several private school options. Higher education opportunities include the College of William and Mary, Christopher Newport University, Old Dominion University, Norfolk State University and Hampton University along with Thomas Nelson Community College and Tidewater Community College.

The City of Williamsburg's local government has a long history of achieved excellence. The community has grown to expect above average service from the employees and are rarely disappointed. This is achieved through an organizational desire to be innovative, energetic, and collaborative. Initiative and drive are valued qualities in every new employee that is selected. This is evidenced by the numerous accolades garnered from professional organizations in recent years. Some that are notable include:



Center for Digital Government Digital Cities Survey "Top Ranked City" (in the top ten for five consecutive years), Government Finance Officers Association Distinguished Budget Presentation Award (31 consecutive years), Certificate of Achievement for Excellence in Financial Reporting (25 years), International City/County Management Association (ICMA) Certificate of Distinction in Performance Management, and ICMA Center for Performance Analytics Certificate of Excellence for Exemplary Performance Management Initiatives.

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