

CITY OF ANN ARBOR AND COUNTY OF WASHTENAW
COMMUNITY DEVELOPMENT SERVICES CONTRACT

THIS AGREEMENT, is made and entered into this ____ day of _____, 2016, by and between the City of Ann Arbor, a Michigan municipal corporation, with principal address at 301 East Huron Street, Ann Arbor, Michigan 48107, ("CITY"), and the County of Washtenaw, a Michigan municipal corporation, with principal address at 220 North Main Street, Ann Arbor, Michigan 48107, ("COUNTY"):

WHEREAS, In October 2004, the CITY and COUNTY created a joint Office of Community Development ("OCD") to operate their respective Community Development departments;

WHEREAS, On July 5, 2006, the CITY and COUNTY entered into the Partnership Agreement for Community Development Office ("Partnership Agreement") for joint management of the OCD;

WHEREAS, The CITY has contracted with the COUNTY since October 2004 to provide the CITY with the services of an OCD Manager (now referred to as Director of Community & Economic Development) and has contracted with the COUNTY since June 2008 to provide the CITY with community development services;

WHEREAS, the CITY and COUNTY entered into a Cooperative Agreement - "Urban County" - Community Development Block Grant & Home Investment Partnership Programs Agreement covering the Community Development Block Grant Entitlement Program and HOME Investment Partnership Program for the period of July 1, 2015 through June 30, 2018; and

WHEREAS, The CITY desires to continue to contract with the COUNTY to provide Community Development services and need to specify how the COUNTY will provide the CITY with these services;

The CITY and COUNTY agree as follows:

I. Term

The term of this Agreement shall begin on July 1, 2016 and shall remain in effect until June 30, 2018, unless terminated by either party under this Agreement. This Agreement may be renewed for two additional one-year terms by written notification of the City Administrator or designee to the County and written notification of the County Administrator or designee to the City sixty (60) days prior to expiration of each term, subject to the availability of funds by the City and the County.

II. Scope of Services

- A. Community Development services and functions include services to customers and stakeholders, such as coordination of staff leadership, administrative and financial functions; provision of one Rehabilitation Service Delivery system; coordination and oversight of the planning process for the affordable housing program; and coordination of CITY and

COUNTY human services activities. Community Development services and functions are now being provided by the Washtenaw County Office of Community and Economic Development (“OCED”),

B. The COUNTY shall provide the CITY with competent personnel to perform the following services in order to execute the functions of the OCED, including:

- Manage the CITY’s Housing and Human Services programs, including the administration of CITY funds for these projects. Unless otherwise amended, the Housing and Human Services programs include: General Fund dollars allocated for Human Services (Fund 0010), the Ann Arbor Affordable Housing Fund (Fund 0070), the Ann Arbor Assistance Fund (Fund 0038),.
- OCED Prepare and process Requests for Proposals, staff the Housing and Human Services Advisory Board, and make recommendations for funding to the CITY through the CITY Community Services Area Administrator.
- Prepare and process contracts and purchase orders and process payments to recipients of CITY funds under the Housing and Human Services programs.
- Administer CITY General Fund dollars allocated for Human Services, including but not limited to receiving and administering City of Ann Arbor Human Services funds, contracting with agencies selected by the CITY, managing contracts, overseeing contract compliance, and receiving reports of outcomes from grant recipients and other agencies.
- Provide oversight and technical assistance to recipients of CITY funds under the CITY Housing and Human Services programs to ensure compliance with program rules.
- Deposit CITY HUD program income into a designated account and fund, manage CITY program income, expend such income only in the City of Ann Arbor, and report annually to the CITY how such income has been used.
- Report regularly to the CITY’s Community Services Area Administrator on the financial status and progress of services provided under this Agreement, and provide any additional reports or data as requested by the Community Services Area.
- Consult with the City Administrator, Community Services Area Administrator or other CITY officials as necessary.
- Perform other duties, as assigned by the City Council or City Administrator or designee

Comment [MJC1]: Is it still called the “Trust Fund” given that it isn’t technically a trust fund?

Comment [MJC2]: Brett, Can you remind me what the actual resolution said about this stuff?

Comment [MJC3]: This would need to be “as negotiated with OCED director” or something like that. We can’t continue to provide the level of services we have been – and be given additional work – without additional compensation.

C. Personnel provided by the COUNTY to the CITY to provide the above-referenced services shall include an OCED Director (also referred to as “Director”) who will supervise and manage the Office of Community & Economic Development. The Director’s duties and responsibilities shall be consistent with the Washtenaw County job description entitled Community & Economic Development Director (Attachment A). Duties in the job description performed for the COUNTY and County Commission shall be performed for the CITY and City Council under this Agreement as

required.

- D. Additional personnel provided by the COUNTY to the CITY to provide the agreed-upon services shall include an OCED Housing and Community Infrastructure Manager (Attachment B); a Human Services Manager (Attachment C); and such additional personnel as is determined by the COUNTY to provide the services under this Agreement.

III. Duties of the OCED Director

- A. The Director or the Director's designee shall make decisions regarding administration of CITY business with the advice and consent of the Community Services Area Administrator, or other designee of the City Administrator.
- B. Director or the Director's designee shall advise the Community Services Area Administrator, or the City Administrator's designee, of any media requests pertaining to CITY-related business activity, generally or by FOIA request, for interviews, statements or other documents so that the most appropriate CITY official may provide a response to the request.

IV. OCED Director Reporting

- A. The Director shall report directly to the Community Services Area Administrator, or the City Administrator's designee, for CITY-related business activity and to the County Administrator, or the County Administrator's designee, for COUNTY-related business activity.
- B. The Director shall also report indirectly to City Council for all CITY-related business activity and to the County Board of Commissioners for all COUNTY-related business activity.
- C. The City Administrator or designee shall set the work priorities for all work performed for the CITY under this agreement.
- D. The City Administrator or designee may provide feedback in relation to the services provided under this Agreement to the County Administrator for performance reviews of the Director.

V. General Operational Conditions

- A. COUNTY employees of the OCED shall perform their duties in accordance with the rules, policies, procedures and collective bargaining agreements of the County, and in accordance with this Agreement..
- B. COUNTY employees of the OCED shall comply with all applicable federal, state and local laws, rules and regulations governing programs administered by the OCED.
- C. The COUNTY shall maintain books, records and separate accounts for all funds administered by the COUNTY on behalf of the CITY.
- D. Employees in the OCED shall keep time records tracking time for

providing services under this Agreement.

- E. COUNTY employees shall not disclose confidential information of the CITY to any other COUNTY employee or other person.
- F. On matters that could involve an actual or perceived conflict of interest between the CITY and COUNTY, employees in the OCED shall disclose all pertinent facts relating to the potential conflict to the Director who will advise the Community Services Administrator or City Administrators designee, and the County Administrator or the County Administrator's designee, who will advise the Director regarding resolution of the conflict.

VI. Office Facilities

Services under this Agreement shall be performed in facilities provided by the County.

VII. Written Policies

CITY will provide COUNTY and Director with written or electronic copies of applicable policies and procedures regarding services under this Agreement. Such policies will comply with all federal, state and local governmental laws and regulations.

VIII. Ownership of Documents and Publication

All documents related to CITY business developed as a result of this agreement are the property of the CITY. Documents will be available to the public in conformance with the Michigan Freedom of Information Act. During the performance of the services under this Agreement, the COUNTY will be responsible for any loss or damage to the documents while they are in its possession or the possession of any COUNTY employee and must restore the loss or damage at its expense unless the loss or damage is caused by a CITY employee.

IX. Employee Compensation/Taxes/Reimbursement

- A. COUNTY employees will at all times remain exclusive employees of the COUNTY.
- B. The COUNTY accepts exclusive liability for compensation and benefits for services performed by COUNTY employees under this Agreement. COUNTY accepts exclusive liability for all applicable payroll taxes, including social security, federal, state and any City income tax withholding, federal and state unemployment taxes, and any penalties and interest on such payroll taxes resulting from amounts paid to any persons employed by COUNTY in performing services under this Agreement. Such persons will in no event be the employees of the CITY. COUNTY agrees to indemnify CITY from any and all taxes under Section 4980B of the Internal Revenue Code and any penalties and interest thereon, resulting from failure of COUNTY to satisfy the continuation coverage requirements provided in Section 4980B of the Internal Revenue Code with respect to COUNTY's group health plans, if any, applicable to persons employed by COUNTY in performing services under this

agreement. COUNTY must pay all income, single business, sales, use, property, and any other taxes, assessments and fees arising out of the COUNTY's performance of services under this Agreement, and must indemnify CITY for all such taxes, assessments and fees and any penalties and Interest on such taxes, assessments and fees levied against CITY or which CITY may be required to pay.

- C. The COUNTY will compensate COUNTY employees. The County will, maintain all required human resources and compensation records, compute employees' compensation and withhold and pay all required employment taxes, pay all required worker's compensation, unemployment compensation, overtime and fringe benefits required by law or pursuant to each parties' respective policy. County will also perform such other duties and obligations for their employee as required to comply with any and all applicable federal, state and local statutes, ordinances, rules and regulations, including without limitation the maintenance of appropriate worker's compensation insurance, compliance with OSHA/MIOSHA requirements, and compliance with the Americans With Disabilities Act and the Michigan Persons with Disabilities Civil Rights Act.

X. Compensation for Services

- A. The CITY will reimburse the COUNTY up to \$165,000 annually in FY17 and FY 18, subject to budget approval, for all services provided to the CITY under this Agreement. The COUNTY shall be paid for actual costs for services provided to the CITY, including the proportionate amount of salary and benefits for each COUNTY employee in the OCED, based on the amount of time each employee spends providing services to the CITY, and the corresponding percentage of total overhead expenses for each employee.
- B. OCED Payments shall be made at least quarterly following receipt of an invoice submitted by the other party. Payment shall be made within 30 days of receipt of invoice.

Comment [MJC4]: There has never been an increase in this dollar amount.

XI. Compliance with Laws and Regulations

The COUNTY agrees to comply at its own expense with all health, safety, and work laws, regulations, directives, and rules, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

XII. Equal Access

The CITY and COUNTY shall provide the services set forth in this Agreement without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, disability, or age, height, and weight.

XIII. Equal Employment Opportunity

In providing services under this Agreement the COUNTY will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, disability, age, height, weight, marital status, veteran

status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The CITY and COUNTY acknowledge that both parties have adopted ordinances and/or policies to eliminate discrimination based on sex, race, sexual orientation, or a handicap in the hiring of applicant and the treatment of employees.

XIV. Indemnity

The CITY will protect, defend and indemnify the COUNTY, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the CITY's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the COUNTY in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of CITY, any sub-contractor, or any employee, agent or representative of the CITY or any sub-contractor.

The COUNTY will protect, defend and indemnify the CITY, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the COUNTY's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the CITY in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of COUNTY, any sub-contractor, or any employee, agent or representative of the COUNTY or any sub-contractor.

This section is not intended, and shall not be construed, to waive or limit any immunity defense which the respective governmental entity may have including, but not limited to, governmental immunity.

XV. Insurance

The parties acknowledge that each party is insured or self-insured. Each party agrees to maintain insurance or self-insurance reserves or excess insurance policies at its own expense during the term of this Agreement and any future partnership agreements into which the parties enter with one another, in the type and amounts below:

- A. Workers' Compensation Insurance with Michigan statutory limits and Employers liability Insurance with a minimum limit of \$100,000 each accident for any employee.
- B. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. Each party shall name the other party as "additional insured" on the general liability policy with respect to the services provided under this Agreement.

- C. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms shall be subject to the approval of the CITY Attorney and County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to either the CITY or the COUNTY. Each party shall be responsible to the other party for insurance companies insuring each party for all costs resulting from both financially unsound insurance companies selected by either party and their inadequate insurance coverage. Each party shall furnish the other party with a letter of self-insurance and/or satisfactory certificates of insurance or a certified copy of the policy, if requested by the City Attorney or County Administrator.

XVI. Termination

Either party may terminate this Agreement with or without cause by giving 90 days written notice to the other party of its intent to terminate. In the event of this Agreement's termination, any money owed by one party to the other prior to the date of termination pursuant to Article III must still be paid.

XVII. General Provisions

- A. This Agreement may not be altered or amended except by written agreement, signed by the City Administrator or designee and the County Administrator or designee. All amendments to this Agreement are subject to the approval of the City Administrator and the County Administrator.
- B. The provisions of this Agreement shall be binding upon the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns.
- C. This Agreement may be executed in several counterparts, each of which shall be deemed original. Such counterparts shall together constitute but one and the same Agreement.
- D. The headings of the paragraphs of this Agreement are inserted solely for the convenience of reference. They shall in no way define, limit, extend or aid in the construction of the scope, extent or intent of this Agreement.
- E. The recitals at the beginning of this Agreement are incorporated into the Agreement by reference.
- F. In the event that any provision contained in this Agreement is held unenforceable by a court of competent jurisdiction, the remaining provisions shall continue. In the event that a portion of any provision is held unenforceable, the remaining portion of such provision shall nevertheless be carried into effect.

- G. The Agreement shall be construed in accordance with the laws of the State of Michigan. The parties agree that Washtenaw County, Michigan is the proper forum for any litigation arising out of this agreement.
- H. The failure of a party to enforce at any time the provisions of this Agreement shall not be construed as a waiver of any provision or of the right of such party thereafter to enforce each and every provision of this Agreement.
- I. Neither party shall transfer or assign the Agreement without the written consent of the other party.
- J. Any notice, request, demand, or other communication required or permitted thereunder shall be deemed properly given when received. All notices and submissions required under this agreement shall be by personal delivery, overnight delivery service, or by first-class mail, postage prepaid, to the address set forth above or such other address or method of delivery as either party may designate by prior written notice to the other.
- K. This Agreement represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral, except for the Partnership Agreement and Urban County Cooperative Agreement between the parties.

Signatures to follow on next page.

**WASHTENAW COUNTY,
A Michigan Constitutional Corporation**

Attested to:

By: _____ (Date) By: _____ (Date)
Lawrence Kestenbaum Gregory Dill
County Clerk/Register County Administrator

Approved as to Form:

By: _____ (Date)
Curtis N. Hedger
Office of Corporation Counsel

Approved as to Content:

By: _____ (Date)
Andrea Plevak, Interim Director
OCED

**CITY OF ANN ARBOR,
A Michigan Municipal Corporation**

By: _____ (Date) By: _____ (Date)
Christopher Taylor Jacqueline Beaudry
Mayor City Clerk

Approved as to Substance

By: _____ (Date) By: _____ (Date)
Howard Lazarus Derek Delacourt
City Administrator Community Services
Administrator

Approved as to Form:

By: _____ (Date)
Stephen K. Postema
City Attorney

Washtenaw County

JOB DESCRIPTION

Job Code: 3444
Authorization: 11-0122
Employee Group: 32
Reference: Aug.2004; 04-0146

CLASS TITLE: COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR
DEPARTMENT: Community & Economic Development Office
FLSA STATUS: Exempt

JOB SUMMARY

Under general direction, provides expert guidance to help shape the development of a community-wide vision for community and economic development in Washtenaw County, and oversees the implementation of that vision. Establishes overall direction in regional community and economic development. Provides for coordination and collaboration with and among County departments, boards and commissions and associated agencies, municipalities, business, educational institutions, and civic groups in setting and executing Washtenaw County community and economic development goals.

EXAMPLES OF DUTIES

Essential Duties

- Plans, directs, and evaluates the implementation of comprehensive, County-wide programming which establishes and applies policies and procedures for the development of human, economic, and community infrastructure assets in Washtenaw County.
- Works with the governing, externally-mandated, and advisory boards and commissions to improve community and economic development aims for residents of Washtenaw County.
- Reviews a variety of contracts, reports, forms and other materials for completeness, accuracy and conformance to the City and County and other policies and procedures.
- Develops and manages budgets for all community and economic programs for the City and County budgets.
- Confers with other County and City staff, representatives of other governmental agencies and business, professional and community groups, vendors and the public. Ensures that information gathered is timely and complete for meetings of boards, commissions and committees or for action by the City and/or County staff.
- Discusses information gathered with management staff. Ensures accurate and timely preparation of narrative or statistical reports and assists in implementing changes resulting from studies and analysis.

- Oversees the development of comprehensive plans and programs for economic development, revitalization and energy for the county. Compiles, analyzes data, and prepares or requisitions narrative reports on community, workforce, and economic development.
- Confers with local authorities and other key stakeholders to devise and recommend strategies, projects, policies and metrics.
- In coordination with regional economic organizations, recommends governmental measures affecting economic development to the Board of Commissioners.
- Plans, organizes, assigns, directs, reviews and evaluates the work of staff. Oversees selection, training, and professional development of staff.
- Represents the County, City, and the unit on committees, boards, and with officials of local townships, cities and other political jurisdictions and representatives of business, industry and community groups.
- Works closely with elected and policy-making Boards and Commissions.
- Acts as a departmental spokesperson in areas to which assigned in public meetings, mass media and meetings with other governmental agencies.
- Uses standard office equipment in the course of the work. May drive a County or personal vehicle in the course of the work.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, and program development and administration.
- Principles and practices of employee management and supervision.
- Contract negotiation and administration and the development and administration of grant funded projects.
- Applicable federal, state and local laws and regulations.
- Research, data analysis and report preparation techniques.
- Computer applications related to the work.
- Basic principles of budgetary administration and control.
- Standard office practices, including the operation of standard office equipment.

Skill in:

- Planning and directing the work of others and training others in work procedures.
- Performing professional level planning work including project development and implementation.
- Interpreting, applying and explaining complex laws, policies and regulations.
- Setting priorities, coordinating multiple projects and meeting critical deadlines.
- Using sound, independent judgment within established policy and procedural guidelines.
- Preparing clear, concise and effective written materials.
- Directing the maintenance of and maintaining accurate records and files.
- Representing the City and the County and making effective presentations to governmental, business and community groups.

- Entering and retrieving information from a computer with sufficient speed and accuracy to perform the required work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Basic principles of public administration, including the functions of elected and policy-making Boards and Commissions.
- Experience with establishing and directing customer service efforts.
- Demonstrated ability to show collaborative efforts with multiple stakeholders.
- Demonstrated knowledge of and commitment to community and economic development.

LICENSES AND CERTIFICATIONS

Possession of a valid Michigan driver's license. Registration as a professional planner in the State of Michigan is desirable.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and to travel away from the office to attend meetings and conferences, plus the ability to use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

EDUCATION

Possession of a Bachelor's Degree in public administration, public policy, or related field. Master's degree preferred.

EXPERIENCE

Five (5) years of administrative experience in community or economic development functions.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be required to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance.

Washtenaw County

JOB DESCRIPTION

Job Code: 3205
Authorization: 11-0122, AA
3/23/2016
Employee Group: 32
Reference: 07-0132

CLASS TITLE: HOUSING AND INFRASTRUCTURE MANAGER
DEPARTMENT: Community and Economic Development
FLSA STATUS: Exempt

JOB SUMMARY:

Directs plans, organizes, supervises and provides day to day management and implementation of comprehensive, County-wide housing, economic development and community revitalization programs which establishes and applies policies and procedures for economic, social and physical development. Creates and implements community and economic development programs and projects. Plans and administers the federally-funded Community Development Block Grant and HOME programs. Performs related work as assigned.

EXAMPLES OF DUTIES

Essential Duties:

- Plans, organizes, directs, reviews and evaluates the work of assigned staff. Assists in the selection of personnel and provides for their training and professional development.
- Interprets applicable laws and regulations and City and County policies to subordinates.
- Develops and manages the City and County budgets related to Housing & Community Infrastructure.
- Serve as primary liaison to external bodies that have policy and funding authority for areas within Community & Economic Development. These include the City of Ann Arbor and the Washtenaw Urban County.
- Program and project management tasks involving the identifying and management of project teams, including community leaders and project managers, implementation teams; the development of detailed work scopes and action strategies; metrics, communication of status and results and effectively managing budgets, contracts, and communications with applicable projects and programs.

- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staff, facilities, equipment, productivity and policy and procedure modification. Develops budgets and makes recommendations to Director.
- Assists Director in the development of long- and short-range goals, objectives, policies, procedures and work standards for the Office of Community and Economic Development.
- Prepares and submits various reports to regulatory agencies and other organizations. Maintains accurate records and files.
- Coordinates with HUD, MSHDA, local governments and other relevant public and private agencies regarding community and economic development activities.
- Coordinates with private sector agencies on activities to facilitate funding resources and projects.
- Prepares RFPs, RFQs, contracts, and board and council resolutions as required.
- Develops underwriting standards for real estate transactions, determines project feasibility, assesses risks and benefits, provides expert analysis of real estate transactions, and works with legal counsel to develop legal documents.
- Research, write, and submit incentives and grants to support the development, design, and implementation of projects identified by the Department and Washtenaw County.
- Prepares and submits various reports to regulatory agencies and other organizations. Maintains accurate records and files.
- Provides information and assists in writing, designing and developing reports to the program in which assigned. Researches and compiles a variety of information and data, analyzes alternatives and makes recommendations for implementation.
- Provides direction and oversight for the housing and infrastructure programs, including staff supervision, contract negotiations and technical review.
- Coordinates with other County and City agencies and departments in the administration of on-going community development related programs and activities.
- Acts as a departmental spokesperson in areas to which assigned in public meetings, mass media and meetings with other governmental agencies or in the absence of the Director.

- Uses standard office equipment in the course of the work. May drive a County or personal vehicle in the course of the work.
- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Administrative principles and practices, including goal setting, and program development and administration.

Principles and practices of employee supervision.

Contract negotiation and administration and the development and administration of grant funded projects.

Applicable federal, state and local laws and regulations.

Research, data analysis and report preparation techniques.

Computer applications related to the work.

Basic principles of budgetary administration and control.

Standard office practices, including the operation of standard office equipment.

Skill in:

Planning and directing the work of others and training others in work procedures.

Performing professional level planning work including project development and implementation.

Interpreting, applying and explaining complex laws, policies and regulations.

Setting priorities, coordinating multiple projects and meeting critical deadlines.

Using sound, independent judgment within established policy and procedural guidelines.

Preparing clear, concise and effective written materials.

Directing the maintenance of and maintaining accurate records and files.

Representing the City and the County and making effective presentations to governmental, business and community groups.

Entering and retrieving information from a computer with sufficient speed and accuracy to perform the required work.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

LICENSES AND CERTIFICATIONS

Possession of a valid Michigan Driver's license required.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations

EDUCATION

Possession of a Bachelor's degree. Possession of a Masters degree in an appropriate field such as Public Policy, Business, Urban Planning or Social Work is desirable.

EXPERIENCE

Four (4) years of professional level experience, preferably in a public agency setting. Prior lead or supervisory experience is desirable.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Washtenaw County

JOB DESCRIPTION

Job Code: 3285
Authorization: 11-0122
Employee Group: 32

CLASS TITLE: Human Services Manager
DEPARTMENT: Community & Economic Development
FLSA STATUS: Exempt

JOB SUMMARY:

Under administrative direction; plans, organizes, directs, reviews and evaluates programs and activities of merged Human Services Divisions. Provides expert professional assistance to Department and County management staff in areas of responsibility. Has programmatic and supervisory responsibility.

EXAMPLES OF DUTIES

Essential Duties:

- Recommends and implements goals, objectives, policies, procedures and work standards for the specific program area(s) to which assigned.
- Monitors expenditure of funds and ensures they are within programmatic guidelines.
- Oversees grant application and reporting processes; confers with and provides information to Program Director, fiscal auditors, implements recommended changes.
- Plans, assigns, directs, reviews and evaluates the work of professional and support staff; recommends selection of personnel and trains them in work processes; interprets applicable federal and state regulations and county policies to subordinates.
- Ensures that programs and activities comply with federal, state and local regulations and guidelines; implements work standards and program review procedures
- Directs the maintenance of accurate records, reports and files; confers with department support staff regarding the provision of financial and administrative

support. Ensures that reports are submitted to appropriate agencies and departments in a timely manner.

EMPLOYMENT QUALIFICATIONS:

Knowledge of:

- Program guidelines and regulations specific to the service areas to which assigned.
- Administrative principles and practices, including goal setting, program and budget development, and administration and employee supervision.
- Research, data analysis and report preparation techniques.
- Applicable laws, regulations, policies and procedures.
- Principles and practices of community service program development and service delivery to varied populations

The above statements are intended to describe the general nature and level of work being performed by this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Skill in:

- Interpersonal and communication skills (written and oral) to interact effectively with individuals and agencies involved in related programs.
- Planning, organizing and directing specified human service programs.
- Preparing clear, concise and effective written materials.
- Collecting, analyzing and evaluating varied information and data.
- Interpreting, applying and explaining complex laws, policies and regulations.
- Negotiating and monitoring contracts and resolving conflicts.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Setting priorities, using judgment to coordinate multiple projects and meet deadlines.

LICENSES AND CERTIFICATIONS

Specified positions may require possession of a valid Michigan driver’s license.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Equivalent to possession of a Bachelor's degree with major coursework in a social or behavioral science, public or business administration or a field related to the work. Possession of an appropriate advanced degree is desirable.

EXPERIENCE

Five (5) years of administrative or supervisory experience which has included both program planning and administration and the provision of direct client services, preferable in all service areas related to assigned programmatic areas.

