



# Human Services Assistant Director

**J o b   D e s c r i p t i o n**

## JOB INFORMATION

Approved Date:	6/18/2026 7:03:42 PM
Working Title:	Human Services Assistant Director
Job Family:	Executive Leadership
Classification:	Assistant Director Human Services

## ORGANIZATION

Department:	Human Services
Cost Center/Program:	9701 - Human Services
Exemption Status:	Exempt
Union:	Not Represented

## JOB SUMMARY

This classification is responsible for directing operations and providing broad oversight of multiple divisions within the following County departments Public Works, Department of Administrative Services, Human Services and Community Development. Positions in this classification support the Department Director in department wide planning, strategy, and operational leadership. Incumbents may serve as second in command to the Department Director and may be granted broad delegated authority for decision making. Because this is a general classification used across County departments, specific duties and qualifications may vary depending on departmental needs.

This is an at will appointed position, and the scope of work is unique to the department served. Relevant professional experience demonstrating the required knowledge, skills, and abilities may substitute for educational requirements.

In collaboration with the Director, this position will be responsible for short-term and long-term strategic planning for the entire department as well as departmental marketing and development of strategic partnerships related to human services throughout Kitsap County. This position will be the primary department contact with the Kitsap County Jail, law enforcement, courts and criminal justice systems. The incumbent will analyze issues, develop strategies and implement recommendations with the various sub-divisions, contractors, State and Federal partners. The incumbent is responsible for budget oversight for multiple divisions, which includes grant funding, special revenue funds, general funds and contract management of over \$87 million.

The incumbent will be expected to lead the development, implementation, and maintenance of responsive and effective human service programs to meet community and participant needs, as well as the corresponding grant management in the assigned programs. This position will lead the development of policies, procedures, and systems to assure compliance with County, State, and Federal laws, rules and regulations. The incumbent will be expected to coordinate the complicated interactions and complex service delivery issues between behavioral health services (inpatient and outpatient), law and justice services, and hospital services.

## JOB FUNCTIONS

### Essential Functions

Essential Function	% TIME
Within budgeted funds and with available personnel, manage and oversee department human service operations to achieve goals. Plan and organize workloads and staff assignments, review progress, and direct changes in priorities and schedules to assure work is performed in a timely and efficient manner and in accordance with appropriate guidelines, procedures, and legal regulations. Assign and direct the provision of effective and responsive professional and clerical support staff to multiple distinct Commissions/Boards/Councils possessing differing authority, missions, functions and processes.	30%

## Essential Functions

Essential Function	% TIME
Resolve grievances and other sensitive human resources matters. Provide for the training and motivation of subordinates to make full use of individual capabilities and to meet changing system demands. Coordinate the development and maintenance of effective procedures and systems for human service programs with subordinate managers and multi-agency partners.	
Lead the development, implementation, and maintenance of responsive and effective human service programs, including corresponding contracting and grant management, to meet community and participant needs related to Mental Health, Chemical Dependency, Developmental Disabilities, Children and Youth Services, Community Investments in Affordable Housing, Pre-Trial Services, Veterans, the Kitsap Recovery Center and the 1/10th of 1% behavioral health tax programs. Work with Deputy Prosecuting Attorneys as needed. Lead the development of contracts, policies, procedures and systems and assure compliance with applicable County, State, and Federal laws, rules, and regulations. Collaborate with Salish ASO Management on the administrative, financial and operational functions of the three County regional Behavioral Health system to ensure the efficient coordination with the 1/10th of 1%, opioid settlement, and other behavioral health funding sources.	30%
Evaluate and determine which grants or programs should be researched, initiated, implemented, terminated, or modified. Determine how to maintain cost effectiveness and meet grant conditions. Lead the development and maintenance of systems and records that provide for the proper evaluation, control and documentation of human service program operations. Prepare technical, statistical, analytical, operational and administrative studies/reports as requested. Analyze, review and coordinate audits of programs and grant and contractor agreements to assure compliance with grant requirements, federal, state and local regulations.	20%
Provide planning leadership and direction, and develop short and long-range plans, goals, and objectives for human service program operations, to include assisting with the review and update of annual, and multi-year comprehensive plans and coordination of departmental activities with other County departments and outside governmental agencies. Assist director and fiscal manager with the preparation and justification of the departmental budget based on staffing and resource requirements, cost estimates, Commissioner direction, departmental objectives and goals. Monitor all fiscal operations of the department and supervise the purchase and acquisition of supplies and equipment. Confer with the department director and the division managers and staff on problems related to programs and activities, furnishing administrative and technical advice and support.	10%
Analyze trends and operations for efficiency and adequacy of service and recommend improvements to existing programs, facilities, equipment, and operating systems. Provide department representation regarding human services related issues on various state, County, and local advisory boards, and before special interest groups and other community groups, providing staff support and obtaining citizen input. Direct subordinate managers or professional staff in serving boards such as: Commission on Children and Youth, Developmental Disabilities Advisory Board, 1/10th of 1% behavioral health citizen's advisory board and others. Facilitate the coordination of department interaction with Kitsap County Jail, local law enforcement, courts, local hospitals, cities and other government agencies on complex service delivery issues related to human services. programs.	5%
Respond to inquiries, suggestions, problems, complaints, public disclosure requests or emergencies affecting availability or quality of services.	5%

## Required for All Jobs

<ul style="list-style-type: none"> <li>Performs other duties as assigned</li> </ul>
<ul style="list-style-type: none"> <li>Complies with all policies and standards</li> </ul>

This Job is Essential	<input checked="" type="checkbox"/>
Report for duty on time and remain at work until the end of their scheduled shift even if an inclement weather event or emergency is declared. The employee assigned to this position is an "Essential Employee" under the Public Works Inclement Weather/Emergency Response policy.	

## QUALIFICATIONS

Education			
Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	from an accredited university in a related field.		
Bachelor's Degree	Human Services, Business Administration, or closely related field	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
10+ years	of progressively responsible professional experience in a relevant discipline.		
3 years	of managerial or supervisory experience.		
5 years	Progressively responsible professional/administrative experience in managing human services programs, grants, and contracts	Required	and
3 years	Supervisory or management experience	Required	
8 years	Administrative experience in the field of Human Services with supervisory experience at a senior management level	Preferred	
	Experience with County Government Contracting processes.	Preferred	
	Experience with State and Federal grant oversight and monitoring.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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## Equivalency

Relevant work experience demonstrating required knowledge, skills, and abilities may substitute for educational requirements. Work experience is essential and cannot be replaced by additional education.

## Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Proven record of strong program and people management	High
Knowledge of the application and interpretation of rules, regulations, codes, and ordinances as they related to grant funded human service program functions	High
Must understand the methods and techniques used by law enforcement, courts, and correctional professionals as it relates to their interactions with individuals experiences behavioral health issues.	High
Strong management skills	High
Effective contract negotiation and community interaction skills.	High
Leadership: Strong ability to motivate, guide, and influence teams.	High

## Core Competencies

Demonstrates values-based competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Company:

Time Management	Uses their time effectively and efficiently; values time; concentrates their efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
Drive for Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

## Remote Employment

Remote Employment Type:	Flexible Hybrid – Predetermined by Management
Remote Employment Text:	Most work will be done on-site in Port Orchard Office. Occasional remote work may be approved to accommodate business need and efficiency.

## Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Weight Bearing Standing	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Weight Bearing - Walking	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Walking on Uneven Terrain	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Occasional site visits or on-site monitoring.
Running	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Jumping	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Climbing Ladder, stairs, stools	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May periodically climb stairs
Balancing	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	To access low filing cabinets and shelves
Bending at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	To access low filing cabinets and shelves
Twisting at the waist	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	To access low filing cabinets and shelves
Stooping Slight bend at knees	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Squatting	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Desk work on CPU
Kneeling One or both knees	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Crawling On hands and knees	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lying Down	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Back, side or stomach	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Lifting/Carry/Push/Pull

### Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Lifting 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Lifting 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Lifting 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Lifting 50 + lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

### Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Office supplies, paperwork, and files
Carry 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files

## Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 21-35 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, paperwork, and files
Carry 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pushing 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pushing 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment, files
Pulling 11-20 lbs	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	file drawers, office equipment
Pulling 21-35 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Pulling 36-50 lbs	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Reaching Above shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Reaching at shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or	Accessing files, office supplies and equipment

## Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
	less than 30 minutes per shift.	less than 30 minutes per shift.	
Reaching below shoulder level	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Accessing files, office supplies and equipment
Steering Equipment, Vehicles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Driving to off-site appointments

## Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Flexion of neck looking downward	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Twisting of neck side to side	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Fine Manipulation	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	
Keyboarding/Typing	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	
Simple Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Up & Down Flexion of Wrist	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Side to Side Motion of Wrist	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/Max Time	Non-Dominant Arm - Frequency/Percentage Time/Max Time	Examples of how activity is performed
Turning/Rotation of wrist/hand	Never: 0% - Does not occur ever, or may not occur for some incumbent.	Never: 0% - Does not occur ever, or may not occur for some incumbent.	
Gross Manipulation	Never: 0% - Does not occur ever, or may not occur for some incumbent.	Never: 0% - Does not occur ever, or may not occur for some incumbent.	
Powerful Grasp/Tight Grasp	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Office supplies, equipment, phone
Hand Controls	Never: 0% - Does not occur ever, or may not occur for some incumbent.	Never: 0% - Does not occur ever, or may not occur for some incumbent.	
Repetitive Motion	Never: 0% - Does not occur ever, or may not occur for some incumbent.	Never: 0% - Does not occur ever, or may not occur for some incumbent.	

## Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Documents, computer screen, files may be color coded
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Meetings, staff and provider interaction,
Speaking: Orally communicate information and ideas with comprehension	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Staff direction, oral presentations
Reading: Comprehend and retain the written word.	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Computer screen, reports, payroll approvals
Writing: Composing communications in writing	Frequently: 34-66% - Occurs 2.6 to 5.5 hours per shift.	Reports, email, memos
Math: Compute a series of numeric variables, measurements	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	Budgets, spreadsheets

## Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Exposure to Bloodborne Pathogens	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Work Outside	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	May observe outside work assignments and sites
Customer/Public Contact	Occasionally: 11-33% - Occurs 31 minutes to 2.5 hours per shift.	As needed when public reaches out or at public presentations
Work Inside	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	Office environment
High Elevations	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Moving Objects	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Slippery Surface	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Wetness	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp.Humid/ Extremes	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Temp. Cold Temp	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Confined Spaces	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Special Clothing	Continuously: 67%+ - Occurs more than 5.6 hours per shift.	professional/semi professional attire
Vibration	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Solvents	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Use of Detergent	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Contact	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Chemical Vapors	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Dust or Particles	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	nuisance dust
Toxic Substances	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Explosives	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Radiation	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Electricity	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Noise intensity	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction	Yes	Assignments from management
Memory – Ability to remember and recall procedures, processes and activities routine in nature.	Yes	There are several procedures and protocols that will need to be learned.
Regular and reliable attendance	Yes	Essential as this position oversees several divisions.
Ability to problem Solve	Yes	Constant issue for a large department with over 100 staff and 12 divisions.
Ability to perform complex & varied tasks	Yes	Reporting, data management, billing and contracting.
Ability to develop & maintain positive work environments	Yes	Essential for positive environment.
Ability to supervise/lead and influence others	Yes	Position has several direct reports.

## Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Mechanical/Electrical parts	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Driving – Regular Vehicle	Seldom/Infrequent: 1-10% - May occur, but not on a daily basis or less than 30 minutes per shift.	Drive to meetings and events.
Driving DOT/CDL Vehicle	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Operate Heavy Equipment	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Operate Heavy Machinery	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Small hand tools	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	
Operate power equipment such as drill/saws	Never: 0% - Does not occur ever, or may not ever occur for some incumbent.	

## Other Requirements

Equipment, Machines, Vehicles Operated:	Use of CPU and copy machine.
Tools, Implements Used:	None
Special Knowledge, Skills and Abilities:	Strong knowledge of human service programs, fiscal tracking and writing contracts.
Respirator Use Required (other than nuisance dust mask). Describe:	None

## PRE-EMPLOYMENT EXAMS

## POST-EMPLOYMENT

## COMPENSATION

Annual Max:	\$173,096.85
Annual Min:	\$135,303.48
Hourly Max:	\$0.00
Hourly Min:	\$0.00