

## COUNTY OF SOLANO

### ASSISTANT DIRECTOR OF HEALTH AND SOCIAL SERVICES - RESEARCH AND PLANNING

Est. 4/03  
CSC Exempt

#### **DEFINITION**

Under administrative direction of the Director of Health and Social Services, and within state and federal laws and regulations, assesses community needs and resources; plans for future Department programs and priorities; evaluates program performance and outcome measures; develops Department's Strategic Plan; serves as a member of the County's Executive Management team.

#### **DISTINGUISHING CHARACTERISTICS**

This single position class is characterized by the responsibility to assist the Director of Health and Social Services in assessing community and client needs and resources and planning for future Department priorities and programs. Responsibilities include researching outcomes using data driven decision making to plan programs and special projects and developing the Department's strategic plan and evaluating program performance and outcome measurements. This class is distinguished from the Director of Health and Social Services in that the latter is a department head with responsibility for administrative direction and management, of all health and social services provided by the County. This class is distinguished from the Assistant Director of Health and Social Services Operations, by the latter's responsibility for administration of budgets, personnel, contracts and fixed assets.

#### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

1. Plans and researches community and client needs and resources; assists in establishing departmental policy, procedure, goals and objectives; assists in negotiating, recommending, monitoring and evaluating services provided to the community; responsible for program development and evaluation.
2. Assists in managing special projects, performs analysis of impact of legislation, evaluation of program results and client outcomes.
3. Supervises and evaluates the performance of subordinate managers.
4. Reviews and evaluates changes in state laws or regulations that impact the delivery of health and social services; advises the Director of Health and Social Services of specific plans, costs and recommendations for programs.
5. Seeks and applies for grant funding to improve or enhance the delivery of services.

**EXAMPLES OF DUTIES: (Continued)**

6. Ensures the dissemination of information about departmental operations to promote general knowledge of health and social services to the community; interprets local concerns, needs and objectives, and community/political concerns.
7. May act on behalf of the Director of Health and Social Services; may act as liaison with representatives of state, federal, and local agencies; facilitates coordination of inter-agency and inter-governmental programs; manages and coordinates large-scale human service special projects.
8. May convene or serve on management committees to investigate and resolve issues of administrative concern; may perform duties of Assistant Director - Operations, as necessary.

**QUALIFICATION GUIDELINES****Education and/or Experience**

Progressively responsible management and administrative experience supplemented by training, education and/or additional experience in public administration including program planning/evaluation in a large and complex organization with some management experience in a health and human or social services department/agency; budgeting and supervision which demonstrates possession of and competency in requisite knowledge and abilities.

Four years of progressively responsible management and supervisory experience in a public agency (health or welfare services agency experience desirable) which included program planning and evaluation, general administration, budget management, personnel management and performance evaluation, policy development and providing human services.

And

A Bachelors Degree, preferably in Business Administration, Public Administration, Social work or Psychology is required. A Master's Degree in Public Administration, Business Administration or closely related field is highly desired.

**Knowledge/Abilities**

**Considerable knowledge** of the principles, practices and methods affecting health and social services programs; program planning, evaluation and monitoring; principles and application of budget and fiscal management, public funding and research methods and techniques.

**Thorough knowledge** of the social and economic problems affecting the delivery of health and social services; communication and conflict resolution; principles and techniques of statistical and quantitative management analysis; grant sources; public information; intergovernmental relationships and regulations affecting human service delivery.

**Knowledge/Abilities (continued)**

**Ability to plan**, organize and direct comprehensive health and social services programs. Understand, interpret and explain laws, regulations and policies governing health and social service programs and operations; develop goals and objectives; supervise and evaluate the performance of subordinate managers, and administrative staff; identify and analyze administrative problems; present and direct in-service training programs; analyze problems and adopt an effective course of action; organize inter-departmental operations; assist in the preparation and justification of the department's budget. Establish and maintain cooperative working relationships; communicate effectively both verbally and in writing; coordinate and integrate program components in a cohesive and effective service delivery system; secure cooperation and teamwork among professionals and support staff.

**SPECIAL REQUIREMENTS**

Incumbents must be able to work in an environment, which may include exposure to communicable diseases.

Possession of or ability to obtain a valid Class C California driver's license may be required.

**SUPPLEMENTAL INFORMATION**

Independent travel may be required.

Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with mandatory child and elder abuse reporting, drug free workforce and confidentiality.

This position is exempt from provisions of the County's Civil Service Ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.

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Department Head

Date

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