

COUNTY OF SOLANO

DEPUTY DIRECTOR OF
HEALTH AND SOCIAL SERVICES - MENTAL HEALTH

Est. 7/00

DEFINITION

Under general direction, plans, organizes and manages the overall operations of a comprehensive, community mental health delivery system within regulatory, practice standards and fiscal constraints; serves as a member of the department's senior management team.

CLASS CHARACTERISTICS

This single position class is characterized by the responsibility for directing all staff responsibilities of the County Mental Health services provided to general and special segments of the County population.

EXAMPLES OF DUTIES

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

1. Plans, organizes and evaluates mental health operations involving a variety of clinical treatment and support activities; works with management staff to develop new and expand existing programs to meet community needs and state mandates; coordinates and integrates program components into a cohesive and effective service delivery system.
2. Manages policies and practices of mental health operations through subordinate managers and supervisors; designs and evaluates systems to encourage productive behavior and recognize exceptional performance.
3. Maintains liaison with representatives of the County Advisory Board, state and regional health and social service providers, interested community organizations and other County departments.
4. Ensures appropriate expenditure of public funds through the efficient operation of programs. Monitors utilization review, work production and other information related to service delivery; directs operational changes to increase effectiveness and efficiency of operations.
5. Ensures the dissemination of information of mental health operations and services, as well as information concerning mental health published by other agencies or organizations to promote general knowledge of mental illness and services; makes public presentations upon request.
6. May be assigned additional managerial or administrative duties; may conduct special studies, convene committees or act on behalf of the Department Director; investigates and resolves issues of administrative concern.

QUALIFICATION GUIDELINES**Education and/or Experience**

Progressively responsible management and clinical experience in community mental health supplemented by training, education and/or additional experience in public administration including program planning/evaluation, budgeting and supervision which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying experience would be:

Four years of progressively responsible management and supervisory experience in a mental health agency which included program planning and evaluation, budget management, personnel management and performance evaluation, policy development and providing community service in a public agency.

Knowledge/Abilities

Thorough knowledge of the principles and practices of mental health program design, planning and evaluation; state and federal laws and regulations governing patient treatment and local program operations; professional program and service delivery standards; methods and techniques of professional networking and interagency liaison; program integration methods of determining and communicating community mental health needs; public information techniques; clinical concepts and treatment modalities for the range of mental illness and disorders.

Considerable knowledge of the principles and practices of budgeting, supervision and administration of public mental health services.

Working knowledge of County programs and services; public information and public speaking techniques; County programs and services.

Ability to plan, organize and evaluate comprehensive public mental health services within professional standards, legal requirements and financial constraints; understand, interpret and explain laws, regulations and policies governing mental health program operations; develop goals and objectives; identify and analyze administrative/problems and operational changes; make decisions and independent judgments; determine the appropriate course of action in emergency or stressful situations; understand program objectives in relation to departmental goals and procedures; collect and analyze data to establish/identify needs; evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; supervise the work of others engaged in mental health management and administrative activity; oversee psychiatrists through psychiatric medical director; secure cooperation and teamwork among professional and/or support staff; formulate, promote and evaluate a variety of mental health programs; research regulations, procedures and/or technical reference materials; project consequences of decisions; determine and evaluate levels of achievement and performance; coordinate and integrate various program components into a cohesive and effective service delivery system; conduct liaison and community relations activities; establish and maintain cooperative working relationships; communicate effectively both verbally and in writing.

SPECIAL REQUIREMENTS

In accordance with Title 9, Section 620, possession of a valid Physician and Surgeons license issued by the State Board of Medical Quality Assurance; or a valid Clinical Psychologist license issued by the State Board of Medical Quality Assurance; or a valid Licensed Clinical Social Worker (LCSW) license issued by the State Board of Behavioral Science Examiners; Child Counselor (MFCC) license issued by the State Board of Behavioral Science Examiners; or a Master's Degree in hospital/public health administration and required experience; or Registered Nurse possessing a Master's degree in psychiatric or public health nursing, licensed by the California State Board of Registered Nurses.

An alternative method for meeting the above requirements would be possession of a masters degree in hospital administration, public health administration, or public administration from an accredited college or university, and at least three years experience in hospital or health care administration, two of which shall have been in the mental health field. Additional qualifying experience may be substituted for the required education on a year-for-year basis with the approval of the State Department of Mental Health.

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

SUPPLEMENTAL INFORMATION

Independent travel may be required.