

COUNTY OF SOLANO

MENTAL HEALTH SERVICES ADMINISTRATOR

DEFINITION

Plans, organizes and directs one or more major specialized mental health programs and assists the Deputy Director in division administration; serves as a member of the department's management team.

CLASS CHARACTERISTICS

This class is characterized by the responsibility for the management of one or more mental health program(s) and for assisting the Deputy Director in planning and organizing overall operations. This class is distinguished from other management positions in the department in that incumbents manage large or multiple programs through subordinate program managers.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Deputy Director of the Department.

Exercises supervision over management, supervisory, technical and clerical staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Plans, organizes and manages a comprehensive mental health system within the Health and Social Services Department; assesses program needs and existing/projected capabilities and designs a system of services to meet program/community needs, as well as to ensure compliance with laws, regulations and professional standards.

Determines staffing requirements; supervises line and support staff directly and/or through subordinate managers; establishes standards for and ensures compliance with clinical and administrative operations.

Determines internal program organizational structure; confers with and/or makes recommendations to the management team with respect to complex personnel employee relations matters, as well as public contact problems, which may have significant administrative or legal consequences.

Reads, analyzes and interprets laws, regulations, policies and procedures governing assigned program operations; determines and reports on impact of proposed legislative and regulatory changes; assists in development of County policies to effect changes in program operations.

Prepares and submits funding proposals, planning documents and program effectiveness reports; prepares and justifies budget requests; analyzes and interprets proposed and enacted legislation and regulation.

Acts as a division representative in contact with governmental agencies, service providers and professional organizations, community groups/organizations and other County departments on

matters related to assigned responsibility.

Participates in Division program planning and policy formulation; assists in establishing goals, as well as evaluating and coordinating overall operation of the Department; may be assigned additional management or administrative activities; may act on behalf of the Deputy Director.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principals and practices of public administration and program management, including planning, implementation, and evaluation.

Current trends in research, education and related services.

Budget expenditure monitoring.

Policies, regulations and procedures governing assigned programs in public assistance; goals and limitations of public programs within a specific assignment; legal requirements affecting service delivery and operations.

Techniques used to establish and maintain effective communication with clients; socio-economic factors affecting the client; needs, problems and behavior of people in target population.

Case review practices and techniques.

Services provided by Solano and other surrounding counties.

Record maintenance and case management practices.

Principles and practices of supervision; performance evaluation and discipline processes applicable to the public sector; staffing requirements for the program; training and supervisory practices.

Skills to:

Utilize basic office equipment.

Ability to:

Plan, organize and direct mental health services; develop and manage a program budget.

Identify and evaluate the need for developing proposed changes in program practices and procedures; interpret and apply a variety of complex county, state and federal regulations, policies and guidelines related to a specific program; comply with laws, regulations and professional practices governing program services and operations maintain accurate records and document

actions taken; prepare narrative and statistical reports.

Supervise, advise, consult with and train others engaged in professional and technical work; secure cooperation and team work among staff; deal firmly and fairly with clients of various socio-economic backgrounds and temperaments organize and prioritize work assignments; effectively delegate responsibility and authority to others; determine and evaluate level of achievement and performance.

Collect and analyze data to establish/ identify needs, evaluate program effectiveness; develop goals and objectives for assigned work units or projects.

Research regulations, procedures and/or technical reference materials.

Interpret administrative direction for incorporation into operational policy and procedures.

Maintain confidentiality of information.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

QUALIFICATION GUIDELINES

Experience

Five years of progressively responsible experience in the delivery of community Mental Health as a professional Psychologist or Clinician (MFT) including program management and supervision of professional and supervisory staff coupled with experience in public administration including budget preparation, program planning/evaluation and supervision.

Education

A Master's degree is required from an accredited college or university with a major in Psychology, Social Work, Nursing or a related field.

SPECIAL REQUIREMENTS

Depending upon assignment, incumbents in this class may be required to possess a valid licensed Marriage, Family Therapist (MFT) license as issued by the California Board of Behavioral Science Examiners, a Licensed Clinical Social Worker (LCSW) license, or a valid license as a Psychologist issued by the California Board of Psychology.

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 Section 11165/11166 of the California Penal Code relating to child abuse reporting and Section 15630 relating to Adult Abuse and reporting.

Candidates for some positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Incumbents may be required to be able to work in an environment which may include exposure to communicable disease.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Incumbents must be able to work in an institutional environment which may include exposure to communicable disease and unpleasant working conditions.

Director of Human Resources

Established: May, 1997

Revised: October, 2001, February 2003 (from Health and Social Services Administrator)

BOS Date: June 30, 2003