

COUNTY OF SOLANO

PUBLIC AUTHORITY ADMINISTRATOR

Est. 4/02

DEFINITION

Under administrative direction of the Director of Health and Social Services, provides policy and program direction for the Solano County In-Home Supportive Services Public Authority; serves as a member of the County's Senior Management team.

CLASS CHARACTERISTICS

This is a single position class characterized by the responsibility for policy and program direction, management and administration of the Solano County In-Home Supportive Services Public Authority (IHSS PA); responsible to carry out the mandates of the Solano County IHSS Public Authority as identified by statute, regulation and the Solano County Public Authority Board; hiring, training and supervising Public Authority staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes, directs and develops policy goals, objectives and operational procedures for the delivery of in-home supportive services; develops and implements strategies to achieve program objectives.
2. Represents the Public Authority and explains and interprets policies, procedures, legislation and regulations for legislative bodies, boards, commissions and community groups; provides liaison with representatives of other agencies and County departments to achieve common objectives, share information and resolve operational concerns; represents the Public Authority on the Public Authority Council; serves as principle staff to the Public Authority Advisory Committee.
3. Ensures appropriate department expenditures through the efficient operation of programs; justifies and administers the program budget; determines funding needs and options; oversees budget preparation and assures effective monitoring of fiscal performance.
4. Assists with preparation of County/Public Authority Interagency Agreement and monitors Public Authority compliance with requirements of Interagency Agreement; assists with preparation of Public Authority rate application and documentation materials.
5. Participates in an advisory role in negotiations and in other labor relations activities regarding Solano County IHSS providers.

QUALIFICATION GUIDELINES

Education and/or Experience

Progressively responsible experience in a public human or social services agency which includes supervision over social service programs, supplemented by additional experience and/or education in public administration including supervision, budgeting, regulatory/legislative analysis which demonstrates possession of an competency in requisite knowledge and abilities. Typical qualifying experience would be:

Four years of progressively responsible management and supervisory experience in a social services agency which included program planning and evaluation, budget management, personnel management and performance evaluation, policy development and providing community service in a public agency. A Bachelor's Degree, preferable in Public Administration, Business Administration, Social Work, or Psychology is required. A Master's Degree in Public Administration, Business Administration, Social Work, Psychology or closely related field may be substituted for one year of the required experience.

Knowledge/Abilities

Thorough knowledge of mission, goals and other objectives of In-Home Supportive Services system in California, the Employer of Record concept, regulations, and mandates; Public Authority and IHSS statutes, regulations and funding regarding Employer of Record and In-Home Supportive Services program; aging and disability issues; particularly issues of caregivers and those for whom they provide services; federal, state and local social service programs and legislation/regulations; principles and practices of supervision and public personnel administration; principles and practices of health and social services including human behavior and socio-economic factors which affect service delivery and administration.

Considerable knowledge of regulatory analysis techniques, governmental budgeting, contract administration and financial analysis practices; data processing applications and computer technology; principles, methods and procedures of community organization, consultation and public relations.

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

QUALIFICATION GUIDELINES (Continued)

Ability to plan, organize, direct and coordinate the work of staff; understand, interpret and explain laws, regulations and policies of social service program operations; identify and analyze administrative problems and procedures; identify and analyze administrative problems and implement solutions; make decisions and independent judgements; communicate effectively both verbally and in writing; demonstrate tact and diplomacy; collect and analyze data to establish/identify needs and evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; develop goals and objectives; prepare budgets and narrative and statistical reports; supervise the work of others; secure cooperation and teamwork among professional and/or support staff; analyze new or proposed federal and state legislation and evaluate and report on the impact to program operations; represent the Public Authority for In-Home Support Services with other boards, committees, government and community agencies, departments and officials; organize and prioritize work assignments; research regulations, procedures and/or technical reference materials; project consequences of decisions; determine and evaluate levels of achievement and performance; supervise subordinate managers, supervisors and support staff; work in an environment with considerable regulatory change and public interest; communicate effectively both verbally and in writing; represent the department effectively in public relations activities; speak to large and small groups; manage meetings effectively; establish and maintain cooperative working relationships.

SPECIAL REQUIREMENTS

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

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.

Department Head

Est. 7/02

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