

COUNTY OF SOLANO
DEPUTY DIRECTOR
OF HEALTH AND SOCIAL SERVICES - ADMINISTRATION

Est. 7/93

DEFINITION

Under general direction, plans, organizes and manages the administrative operations of the Health and Social Services Department; serves as a member of the department's senior management team.

CLASS CHARACTERISTICS

This classification is characterized by the responsibility of directing the activities of the Administrative Division of the Health and Social Services Department which supports administrative services for all divisions within the Health and Social Services Department.

EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Plans, organizes and manages departmental administrative services directly through subordinate managers and supervisors including: personnel, accounting/program reporting and facility management, to ensure coordination and fiscal control in the delivery of health and social services.
2. Plans and conducts studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staffing patterns, work flow, space utilization, affirmative action and training plans; analyzes need for, directs the development of new/changed data collection systems; develops reports and recommendations for appropriate action based on an analysis of gathered data; prepares reports and correspondence of fiscal, administrative and operational matters.
3. Develops and administers the departmental budget based on analysis of data collected including impact on service levels and operations and/or information required by the funding source; controls specific departmental purchases and expenditures; reviews financial data on an ongoing basis to assure conformance with established guidelines; establishes fiscal reporting procedures to meet informational needs.
4. Serves as adviser to department head on matters of financial planning and management; evaluates the fiscal and administrative policies of the department; develops, implements and coordinates and revised administrative polices and procedures to facilitate effective service delivery and management control.

EXAMPLES OF DUTIES (Continued)

5. Evaluates operational performance of administrative support programs; supervises subordinate managers and supervisors; effects resolution of operational/personnel conflicts arising in the department.
6. Explains departmental functions, policies and operations to County officials, representatives of local, state and federal agencies and community groups; clarifies policy and procedures; establishes and maintains cooperative relationships; makes presentations before the Board of Supervisors and community groups.
7. May be assigned additional managerial and/or administrative responsibility; may conduct special studies, convene committees or act on behalf of the Department Director; investigate and resolve issues of administrative concern.

QUALIFICATION GUIDELINES

Education and/or Experience

Progressively responsible administrative experience coupled with education and/or training 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 health or human services agency which included program planning and evaluation, budget management, personnel management and performance evaluation, policy development and providing community services in a public agency. A Master's Degree in Public Administration, business administration or closely related field may be substituted for one year of the required experience.

Knowledge/Abilities

Thorough knowledge of the principles and practices of management, organization, budgeting, expenditure control, productivity improvement, and human resource utilization; principles and techniques of statistical and quantitative management analysis; methods of budget analysis, expenditure review and cost control; governmental and cost accounting practices.

Considerable knowledge of methods and techniques and analyzing organizational structure, cost effectiveness and work flow; administrative research and analysis practices and techniques; program planning techniques; mission, organizational structure and administrative needs of public sector organizations; organizational structure and administrative practices common to public health and social services agencies; methods of financing and fiscal mechanisms of health and social services and related programs; intergovernmental relationships and regulations affecting public health and social service delivery; automated systems as applicable to management and administrative services; grant sources; public information and contract administration principles.

Knowledge/Abilities (Continued)

Working knowledge of public information and public speaking techniques.

Ability to plan, direct, coordinate and supervise services and administrative operations of a local public sector health and social service; formulate, develop, justify and administer the department's budget; identify, analyze and implement solutions to a variety of administrative and fiscal problems; communicate and interact in situations requiring instruction and persuasion; analyze, interpret and ensure compliance with regulations, laws, policies and contracts; supervise, coordinate and evaluate the work of a multi-disciplined staff; establish and maintain effective working relationships with a variety of organizations and individuals; prepare clear and concise reports on complex or detailed fiscal and other administrative matters; formulate policy; develop program objectives and evaluate procedures; understand departmental objectives in relation to County goals; collect and analyze data to establish/identify needs and evaluate program effectiveness; research regulations, procedures and/or technical reference materials; prepare budgets, funding proposals, and narrative and statistical reports; secure cooperation and teamwork among professional and support staff; understand and analyze budgets and expenditure reports; project consequences of decisions; develop policy and incorporate same into operational policy and procedure; recognize and respect limit of authority and responsibility; work effectively with others who have objectives counter to assigned role; effectively delegate responsibility and authority to others.

SPECIAL REQUIREMENTS

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

SUPPLEMENTAL INFORMATION

Independent travel may be required.

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