

## COUNTY OF SOLANO

### DIRECTOR OF HEALTH AND SOCIAL SERVICES

Est. 7/93

#### DEFINITION

Under legislative direction of the Board of Supervisors, and within state and federal laws and regulations, plans, organizes and directs integrated services of the health, mental health, substance abuse, public guardian and social services programs; serves as a member of the County's management team.

#### CLASS CHARACTERISTICS

This single position class is characterized by the responsibility for directing the operations of the of Health and Social Services Department. The Director is responsible within state and county legal requirements for the management, implementation, and administrative direction of all health and social services provided by the County.

#### EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes and directs the programs, activities and operations of the County's department of Health and Social Services; establishes and maintains departmental policies, procedures, goals and objectives; advises the Board of Supervisors, County Administrator and/or appointive boards and commissions on long range planning where health and social services are concerned; negotiates, recommends, monitors, and evaluates services provided to the community.
2. Manages public health, mental health, public guardian, social services and substance abuse services through subordinate managers and supervisors; reviews and mediates personnel problems; supervises, evaluates the performance of subordinate managers, medical and administrative staff; directs training and professional development of top level department personnel.
3. Reviews and evaluates changes in state laws or regulations that will have an impact on the delivery of health and social services; advises the Board of Supervisors and the County Administrator of specific plans, costs and recommendations for programs.
4. Formulates and justifies the department's annual budget and capital improvements program; assures appropriate expenditure of public funds through efficient operating services; ensures that budget is administered within Board approved expenditure and revenue levels; seeks and applies for grant funding to improve or enhance the delivery of services.

**EXAMPLES OF DUTIES (Continued)**

5. Establishes and maintains liaison with representatives of state, federal, and local agencies; facilitates coordination of inter-agency and inter-departmental programs; 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 to state officials, and community/political concerns to staff; makes public presentations and performs other public relations activities.
6. May serve on management committees to investigate and resolve issues of administrative concern.

**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 services department/agency; budgeting and supervision which demonstrates possession of and competency in requisite knowledge and abilities.

**Knowledge/Abilities**

**Extensive knowledge** of the principles, practices, methods and current developments of health and social services programs; health and social services management and administrative procedures; program planning, evaluation, and monitoring; principles and application of budget and fiscal management, cost accounting and public funding, research methods and techniques; personnel management, supervision, and training.

**Considerable knowledge** of the social and economic problems affecting health services; communication and conflict resolution; principles and practices of budgeting, supervision and administration of human services; principles and techniques of statistical and quantitative management analysis; grant sources; public information and contract administration; inter-governmental relationships and regulations affecting human service delivery.

**Ability to plan**, organize and direct comprehensive health and social services programs. Understand, interpret and explain laws, regulations and policies governing health and welfare programs and operations; develop goals and objectives; supervise and evaluate the performance of subordinate managers, medical and administrative staff; identify and analyze administrative problems and implement operational changes; present and direct an in-service training program; analyze problems and adopt an effective course of action; organize inter-departmental operations; prepare and justify department's budget.

**KNOWLEDGE/ABILITIES (Continued)**

Establish and maintain cooperative working relationships with staff members, other county employees and community agencies; 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 disease.

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

**SUPPLEMENTAL INFORMATION**

Independent travel will be required.

Est. 7/93  
spec0575  
CSC Exempt