

## HEALTH SERVICES AGENCY DIRECTOR

### DEFINITION

To plan, direct and review the activities and operations of the Health Services Department including the mental health, public health and drug and alcohol programs; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible complex administrative support to the Board of Supervisors.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Board of Supervisors. Exercises direct administrative supervision over professional, technical and clerical staff.

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

Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Coordinate Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

Supervise and participate in the development and administration of the Department budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Prepare bid specifications for service contracts and equipment; review and recommend bid award; negotiate and administer contracts with service providers.

Participate in the preparation and administration of grants; monitor new legislation and regulations to ensure that department is in compliance with grant requirements.

Maintain and compile a variety of records; prepare plans, reports and statistical information.

Coordinate and participate in a variety of staff, department and State agency meetings; prepare and present reports.

Participate on a variety of boards, committees and commissions; attend and participate in professional groups and committees.

Health Services Agency Director  
Rev – 12/29/04  
Rev – 12/06/05 Effective 11/20/05  
Rev.- 02/12/06  
Rev.- 01/01/07  
Rev.- 07/01/07  
Rev.- 01/01/08

Res. #2004-107  
Res. #2005-110  
Res. #2006- 06  
Res. #2006- 93  
Res. #2007- 03  
Res. #2007- 03

Oversee development of appropriate procedures for the agency.

Respond to and resolve difficult and sensitive inquiries and complaints.

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

The principles and practices of program development and administration.

Pertinent Federal, State, and local laws, codes and regulations.

Individual, family and group psychological, sociological and environmental problems encountered in conducting public health, mental health and drug and alcohol programs.

Causes, effects and methods of treatment for alcoholism, drug abuse and mental health diseases and illnesses.

Principles and practices of organization, administration and personnel management.

Principles of supervision, training and performance evaluation.

Principles and practices of budget preparation and administration.

### Ability to:

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Effectively administer a variety of health program activities.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare comprehensive and complex technical reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Gain cooperation through discussion and persuasion.

Prepare and administer a budget.

Select, supervise, train and evaluate assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in behavioral health or public health program administration including two years of administrative management responsibility.

Training:

Equivalent to a Master's degree in health, hospital or public administration or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	0388993
Bargaining Unit:	04
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"