

**PUBLIC GUARDIAN / PUBLIC ADMINISTRATOR**

DEFINITION

To plan, coordinate and conduct the activities and operations of the county's Public Guardian/Administrator program, including conducting investigations and gathering information on conservatees and proposed conservatees, and to provide highly responsible and complex administrative support to the Board of Supervisors.

DISTINGUISHING CHARACTERISTICS

This is a single-position department head classification responsible for the activities and operations of the Public Guardian / Administrator program in Glenn County. The incumbent reports to and serves at the pleasure of the Board of Supervisors.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Board of Supervisors; exercises direct supervision over technical and clerical staff.

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

Develops, plans and implements department goals and objectives; recommends and administers policies and procedures.

Selects, trains, motivates and evaluates the work of department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.

Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and practices.

Supervises and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Manages administrative estate cases.

Receives, reviews and investigates cases referred for public guardianship; creates and maintains files on those that are accepted; advocates for conservatees on matters of personal and estate affairs.

Arranges for the receipt of all benefits entitled to wards or estates; provides case management services for wards and conservatees, including establishing and maintaining their budgets, receiving income, and disbursing funds for the needs and obligations of wards and conservatees.

Prepares case documentation and represents the interest of wards in legal and administrative proceedings; coordinates court appearances and testimony with legal counsel; testifies in court.

Interviews proposed conservatees, family friends, neighbors, law enforcement agencies, mental health agencies, etc., to gather information on proposed conservatees' needs, and responds to these needs by developing and implementing service plans.

Arranges for implementation, monitors and revises treatment plans, case services, medical and psychiatric needs; visits conservatees to ensure proper levels of care, treatment, financial and personal needs.

Manages and monitors finances and affairs of conservatees and decedents; invests monies as necessary to yield highest return; arranges and conducts bid sales and auctions; closes estates; opens burial trusts and makes funeral arrangements.

Arranges for the receipt of all benefits entitled to wards or estates.

Prepares federal and state income tax returns for conservatees and decedents.

Attends court hearings, staff and family conferences or other scheduled meetings.

Prepares accountings, reports, memos and correspondence.

Coordinates department activities with those of other departments and outside agencies and organizations.

Makes presentations before the Board of Supervisors and other boards, commissions and community organizations.

Attends and participates in professional groups and committees.

Performs general administrative / bookkeeping work as required, including but not limited to copying and filing documents, reconciling and balancing accounts, processing various forms and reports, entering and backing up computer data, collecting and depositing various fees and payments, etc.

Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Probate Code, Welfare and Institutions Code, Government Code, and other laws and regulations pertinent to public administration/guardian cases.

Principles and practices of organization, administration and personnel management.

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

Current principles and practices of public guardian and conservator program development and administration.

Methods of property and financial management, inventory and appraisal.

Principles and practices used in administering real and personal property of decedents' estates and conservatees.

Social security, veterans' and welfare systems.

Principles and practices of financial record-keeping and reporting.

Basics of abnormal psychology and individual and group behavior.

Community resources available to the mentally disabled, developmentally disabled and the elderly.

Principles and practices of budget preparation and administration.

Modern office practices and technology, including the use of computers for data and word processing.

Principles of supervision, training and performance evaluation.

Ability to:

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

Effectively administer a variety of public guardian / administrator and conservator activities.

Identify and respond to public and Board of Supervisors' issues and concerns.

Gain cooperation through discussion and persuasion.

Make responsible life decisions for helpless, mentally disabled, developmentally disabled and/or incompetent individuals.

Deal tactfully and effectively with persons exhibiting symptoms of mental or developmental illness, senility and/or incompetence.

Interpret and apply complex codes, laws and regulations.

Transact complicated financial and business affairs; analyze situations and adopt effective courses of action.

Convert fiscal information fragments into a manageable estate.

Maintain complex financial records and prepare routine and special financial reports and statements.

Gather and analyze information and evaluate situations accurately; draw logical conclusions and adopt or recommend an effective course of action.

Prepare and present clear and concise reports; meet filing deadlines; type with speed and accuracy.

Maintain confidentiality.

Select, supervise, train and evaluate the work of staff.

Prepare and administer a budget.

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

Communicate clearly and concisely, both orally and in writing.

**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:

Three years of increasingly responsible experience in trust administration, estate management or credit and collection work, investigation, human services and social work that is related to management of persons and estates.

Training:

High school diploma or GED equivalent with additional specialized training in bookkeeping, basic accounting or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, Public Guardian Certification from the California State Association of Public Administrators, Public Guardians and Public Conservators within three years from date of hire.

Must be bondable.

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

Classification Code:	0282972
Bargaining Unit:	04
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"