

**ASSISTANT DIRECTOR HEALTH AND HUMAN SERVICES AGENCY –  
HEALTH AND WELLNESS**

**DEFINITION**

Under administrative direction, oversees the activities of the Health and Human Services Health and Wellness Division which includes Behavioral health, Substance use disorder and Public Health. Assures compliance of department activities with department goals and objectives, state and federal laws, and county policies and procedures; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is an assistant department director classification that assists in overseeing and directing and participates in all activities of the Health and Human Services Department including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Director of Health and Human Services in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, County functions and activities, including the role of the Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include assisting in coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable to assist in accomplishing departmental planning and operational goals and objectives. This class is distinguished from the Director of Health and Human Services in that the Director has overall management and administrative responsibility for all Behavioral Health functions, programs, and activities.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Health and Human Services. Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

**EXAMPLES OF DUTIES** - Typical functions may include any of the following tasks, knowledge, abilities, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Manages and directs the daily activities of the division through appropriate delegation, managerial support, and work supervision.

Plans, prioritizes and assigns tasks and projects; directs the development of performance standards; approves promotions and terminations.

Counsels, trains and coaches staff; monitors work, develops staff skills, and evaluates performance; identifies training needs and coordinates training for staff.

Monitors operations and procedures; evaluates division and program issues, and recommends and implements solutions; develops and approves recommendations for improving the division's operations and processes; assures that strategic goals are reached.

Develops, evaluates and implements division goals, objectives, policies and procedures; develops systems and standards for program evaluation; assures division's activities are in compliance with all laws, policies, regulations and goals.

Analyzes trends, and evaluates program requirements and resource utilization; coordinates program planning and evaluation; coordinates protocols to effect integrated services with other programs, departments and agencies; responds to requests for information.

Plans, develops, prepares, and monitors budget and expenditures for programs and services; assures that appropriate services are provided; coordinates information and assures effective communications between programs.

Conducts research and strategic planning functions; analyzes trends and makes recommendations for staffing adjustments and personnel assignments; directs division projects including grants and capital projects.

Prepares reports which summarize and forecast division's financial activity and financial position; reviews division's financial status and revenue trends.

Serves as information source and liaison between the division and various state and regional organizations and agencies; serves on committees, task forces and other groups.

Meets regularly with Program Managers for program updates; analyzes and evaluates issues and proposals, and recommends and implements solutions.

Maintains and enforces all aspects of confidentiality of client information; monitors compliance to the standards of the Privacy Act of 1974, {U.S.C. § 552A} as amended.

Develops and enhances cooperative professional relationships with local community agencies.

Provides consultation and training to other organizations in the community on behavioral health, substance use, or public health issues; conducts presentations and training to county staff and the public to introduce and communicate the roles and functions of the health programs.

Maintains expertise in field of service through participation in applicable educational opportunities.

Acts in the place of the Health and Human Services Director during Director's absence or as assigned.

Performs other related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

County, state and federal laws, statutes, rules, ordinances, codes and regulations.

County and Health and Human Services Department policies and procedures.

Protocols and practices in behavioral healthcare and principles of psychotherapeutic techniques and procedures including the Diagnostic and Statistical Manual (DSM-IV-TR).

Principles and practices of legal, ethical and professional rules of conduct.

Techniques and practices for effective, efficient and cost-effective management of allocated resources.

Principles, practices, and trends in public administration, leadership, and management.

Budgets, grant protocols and financial reporting.

Local community resources and various community services programs.

Specialized and personal computer systems and software applications.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### Ability to:

Schedule and supervise staff, delegate tasks and authority, and coach to improve staff performance.

Assess and prioritize multiple tasks, projects and demands.

Understand, interpret and apply relevant statutes, ordinances, codes and regulations.

Establish and maintain effective working relations with co-workers, other county employees and representatives from other city, county, state and federal agencies.

Analyze and interpret fiscal and accounting records, and financial statements.

Follow and effectively communicate verbal and written instructions.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### Experience and Education Guidelines

Five (5) years of relevant behavioral health experience, including three (3) years of supervisor experience.

(a) A physician and surgeon licensed in the State of California showing evidence of having completed the required course of graduate psychiatric education as defined in Section 623 to be supplemented by an additional period of two years of training or practice limited to the field of psychiatry, one year of which shall have been administrative experience.

(b) A psychologist who shall be licensed in the State of California and shall possess a doctorate degree in psychology from an institution of higher education. In addition, the psychologist shall have had at least three years of acceptable clinical psychology experience, two years of which shall be administrative experience.

(c) A clinical social worker who shall possess a master's degree in social work or higher and shall be a licensed clinical social worker under provisions of the California Business and Professions Code, and shall have had at least five years mental health experience, two years of which shall have been administrative experience.

(d) A marriage, family, and child counselor who shall have a master's degree in an approved behavioral science course of study, and who shall be a licensed marriage, family, and child counselor and have received specific instruction, or its equivalent, as required for licensure on January 1, 1981. In addition, the marriage, family, and child counselor shall have had at least five years of mental health experience, two years of which shall have been administrative experience. The term, specific instruction, contained in Sections 5751 and 5751.3 of the Welfare and Institutions Code, shall not be limited to school, college, or university classroom instruction, but may include equivalent demonstrated experience in assessment, diagnosis, prognosis, and counseling, and psychotherapeutic treatment of premarital, marriage, family, and child relationship dysfunctions.

(e) A nurse who shall possess a master's degree in psychiatric or public health nursing and shall be licensed as a registered nurse by the Board of Registered Nursing in the State of California, and shall have had at least five years mental health experience, two of which shall have been administrative experience. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis for the educational requirements.

(f) An administrator who shall have a master's degree in hospital administration, public health administration, or public administration from an accredited college or university, and who shall have at least three years of experience in hospital or health care administration, two of which shall have been in the mental health field. Additional qualifying experience may be

substituted for the required education on a year-for-year basis with the approval of the Department.

#### LICENSE OR CERTIFICATE:

Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

Pursuant to Section 5751.2 of the Welfare and Institutions Code must possess and maintain one of the following: licensure as a Physician and Surgeon, Clinical Psychologist, Registered Nurse, Clinical Social Worker, Marriage, Family and Child Counselor, or Licensed Professional Clinical Counselor (Board of Behavioral Sciences). If licensed in another state must obtain California licensure by the end of the probationary period.

#### WORKING CONDITIONS

Office and field environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

#### PHYSICAL DEMANDS

Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; ability to lift, carry, push and pull materials and objects up to 25 pounds.

Vision to read printed materials and a computer screen.

Hearing and speech to communicate in person and over the telephone.

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

#### EQUIPMENT AND TOOLS UTILIZED

Equipment utilized includes personal computer, motor vehicle, fax machine, and standard office equipment.

#### DISASTER SERVICE WORKER

All Glenn County employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.