

CLASS SPECIFICATION FOR
MH/DS Division Director

GENERAL STATEMENT OF DUTIES: Oversees and directs all operations within one of the Mental Health/Developmental Services divisions; serves as member of the agency's senior management team and may also serve as Acting Director in the Director of MH/DS's absence; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class has oversight of one of the major divisions of MH/DS. Work entails planning, implementation, administration, monitoring and compliance of assigned programs and services. The incumbent is responsible for the operation of multiple service & delivery locations/sites or for the financial and administrative functions and structure for all offices, sites and locations. Receives policy direction and guidance from the Director of MH/DS and general supervision from the MH/DS Senior Division Director.

EXAMPLES OF WORK (illustrative only):

- Develops written policies to provide guidance and standards for staff;
- Coordinates the operation of multiple service locations;
- Conducts both short- and long-range program planning;
- Selects personnel;
- Evaluates performance of staff;
- Establishes and maintains effective working relationships with appropriate state and local agencies and with advocates and families of agency clientele, keeping the Director and MH/DS Senior Division Director informed of these activities;
- Oversees the agency's financial plan, budget, fee-based and third-party billing systems, and grant application and administration;
- Assists in the development and ongoing monitoring of the agency budget;
- Conducts or oversees community needs assessments;
- Assures compliance with agency policy and mission and with governmental mandates and guidelines;
- Evaluates outcome of services and recommends needed changes;
- Oversees the agency's employee/consumer affairs and information services units, ensuring the dissemination of information to the agency's consumers and to the public and the implementation, efficiency, effectiveness and integrity of automated and evaluative systems;
- Provides adequate and appropriate staff training;
- Assures adequate quality and quantity of services;
- Monitors and evaluates services provided through contractual arrangements;
- Analyzes and recommends plans and programs for future financial actions/course of agency;
- Participates in and conducts regular administrative staff meetings and may facilitate management team meetings in the Director's or MH/DS Senior Division Director's absence;
- Prepares applications for special project grants and assists the Director and/or MH/DS Senior Division Director in the development of major grant applications;
- Provides administrative supervision and consultation to MH/DS Program Managers, MH/DS Program Coordinators and others;
- May provide program and case consultation to other community organizations or agencies;
- May plan and conduct educational courses;
- Performs related work as assigned.

MH/DS Division Director (continued)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of community mental health, mental retardation, substance abuse or other health care system concepts; comprehensive knowledge of normal and abnormal psychology, personality development, group/family dynamics, mental illness, mental retardation or substance abuse and residential and vocational services for the mentally retarded and/or mentally ill; extensive knowledge of a wide range of prevention/treatment/rehabilitative techniques and modalities or health care administrative, evaluation and financial operations [depending upon area of assignment] and the ability to apply them successfully in MH/DS/SA settings; well-developed leadership, management and supervisory skills; ability to identify community and/or organizational needs and to design and implement services which meet these needs; ability to establish workable goals and to direct and motivate staff toward accomplishment of such goals; ability to communicate effectively orally and in writing; good public speaking/presentation skills; ability to establish and maintain good working relationships with clients and their families, staff, the general public, representatives of other human service agencies and representatives of funding sources; ability to keep accurate records and to make reports in a timely and concise fashion; ability to monitor program or administrative service delivery and to modify as needed.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a two-year master's degree in clinical social work, psychology, rehabilitation, a related behavioral science or health care/rehabilitation administration field, plus five (5) years of experience working in a directly related mental health, developmental services or health care setting, two (2) of which must have been supervisory, and two (2) of which must have been administrative; OR, a doctoral degree in a directly related mental health, developmental services or health care/rehabilitative administration field and four (4) years of directly related experience, two (2) of which must have been supervisory and two (2) of which must have been administrative; OR, any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Must hold or be qualified to work toward licensure or accreditation in the appropriate discipline.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.