

DEPUTY DIRECTOR FOR ADMINISTRATION
(COMMUNITY MENTAL HEALTH)

DISTINGUISHING FEATURES OF THIS CLASS: This is an important administrative position involving responsibility for supervising the non-clinical, administrative and support functions of a community mental health agency. The work is performed under the direction of the Director of Community Mental Health Services and in accordance with general policies outlined by the county legislature and the community services board. The employee is allowed wide latitude in planning, directing and coordinating the activities of the agency that fall within his/her authority. The incumbent does not participate in those areas of mental health administration which require knowledge of social work techniques or any of the methods of psychiatric rehabilitation, treatment or care. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Directs all activities of agency in the absence of the Director;

Interfaces with county government officials and other department heads to develop programs, resolve problems and promote the smooth operations of the mental health agency;

Reviews budget requests; supervises and participates in the analysis of such requests; prepares recommendations and justifications; supervises the development of the annual budget and submits same to the Director for review; participates in budget committee meetings and hearings;

Negotiates contracts with other mental health agencies and submits same to the Director, Legislature and Community Services Board for review;

Interfaces with state agencies on behalf of the mental health agency and county;

Provides administrative supervision to support department Unit Leaders (such as Fiscal, MIS, Managed Care), and coordinates the activities of these units;

Provides administrative supervision to clinical staff and Unit Leaders regarding administrative policies and procedures;

Communicates with clinical program managers regarding program development and problem solving;

Responsible for the development and evolution of reports needed to monitor the activities of the agency to ensure compliance with agency goals and external regulations;

Establishes work and attendance rules for employees of the agency;

Conducts employment recruitment for the filling of vacancies;

Prepares charges and recommends penalties to the Director in disciplinary actions against agency employees;

Represents the department in grievance proceedings against the department;

Develops and implements procedures for the processing of fiscal information and the maintenance of accounting records;

Prepares and documents grant proposals and requests for Federal, State or other reimbursement;

Prepares various reports and memoranda;

Supervises various operations of the agency such as transportation, purchasing, auditing, etc.

May act as hearing officer in employee grievances for other departments;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the modern principles and practices of public administration; good knowledge of the principles and practices of personnel administration; good knowledge of fiscal and budget methods; good knowledge of mental health services provided by the agency; ability to plan, coordinate and supervise a variety of activities on a large scale; ability to organize and supervise the work of others; ability to prepare complex written and oral reports clearly and concisely; ability to establish and maintain effective working relationships with agency professional staff and others; ingenuity and resourcefulness in solving administrative problems; superior judgment; emotional stability; decisiveness; patience; tact and courtesy, good address; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Master's or higher level degree in Public Administration, Business Administration, Social Science or related field and four (4) years of full-time paid responsible administrative work experience in the mental health and/or human services field; **OR**
- B. Bachelor's Degree in Public Administration, Business Administration, Social Science or related field and six (6) years of full-time paid responsible work experience as described in A above; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

ULSTER COUNTY
2290 DEP DIR AD
Classification: Competitive
NUMGT

Adopted: March 9, 1981
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