

## **MENTAL HEALTH SYSTEMS-UNIT LEADER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the oversight of a variety of community mental health agency wide support services such as, but not limited to: the functional elements of the mental health information system and related liaison work with the county information services department, program planning and evaluation services, and program certification. Work is performed under the general supervision of a higher level mental health department administrative staff member, with technical support provided by the county information services department. Supervision is exercised over subordinate employees. 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.

Oversees the ongoing usage of the mental health management information application program;

Is responsible for the mental health management information data bases;

Supervises and is responsible for the utilization of software for patient billing, patient record keeping and statistical report generation;

Provides training and technical assistance to in house users in the software application;

Performs requirements definition with the county information services department for the development and implementation of clinical support software;

Keeps abreast of new developments in automation as it applies to mental health programs and requirements;

Functions as mental health department liaison to county information services department;

Monitors compliance with State and other regulatory agencies governing programs;

Designs and generates a variety of reports in support of program evaluation, planning, fiscal, administrative and other program activities;

Leads and participates in program evaluation activities for the department and for contract agencies;

Leads and participates in short and long term planning efforts;

Conducts meetings with unit staff to review activities and problems;

Communicates unit issues and concerns to the appropriate management levels;

Implements agency policies and procedures applicable to the unit and is responsible for unit staff adherence;

Conducts performance evaluations of unit staff;

Meets with various organizations and, when authorized, may serve on committees and boards which are relevant to the activities of the unit;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of systems analysis principles and practices as it applies to the management informational requirements of mental health administration; thorough knowledge of the principals and practices of mental health administration; thorough knowledge of the techniques and methods used in administrative analysis; good knowledge of computers and information systems; good knowledge of the department's organization, policies, procedures and objectives; ability to critically monitor program performance, and to identify, assess and evaluate program areas and make recommendations; ability to establish and maintain effective working relationships with personnel at all levels; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State recognized college or university with a Masters Degree in Mental Health Administration, Public Health Administration, Business or Public Administration, or a recognized mental health discipline, and three (3) years of experience in mental health administration, two (2) years of which must have included functional analysis for computerized systems; **OR**
- B. Graduation from a regionally accredited or New York State recognized college or university with a bachelors degree, and five (5) years of experience in mental health administration, two (2) years of which must have included functional analysis for computerized systems.

ULSTER COUNTY  
4328 MH SYS UL  
Classification: Competitive  
Grade: 20  
Union: CSEA

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