

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

---

**CLASS TITLE:** Health & Human Services Agency Director  
**DEPARTMENT:** Health & Human Services Agency  
**REPORTS TO:** Chief Executive Officer  
**CIVIL SERVICE:** No – At Will

**CLASS CODE:** 0144  
**FLSA STATUS:** E  
**DATE:** 1/07  
**BARGAINING UNIT:** Dept. Head

---

**DEFINITION**

Under general policy direction of the County Board of Supervisors and within state and federal laws, regulations and rules, plans, administers and directs the integrated services of public health, mental health and social services programs, and other agency programs; performs related work as required. Employee in this single position classification receive policy guidance from the Board of Supervisors; supervise personnel directly and through subordinate supervisors.

**DISTINGUISHING CHARACTERISTICS**

This class has agency level responsibility for overall policy development, organizational structure, program planning, fiscal management, administration and operation of the Health & Human Services Agency. The incumbent is responsible for the leadership, organization, management, implementation and administrative direction of all programs of the agency within applicable laws, rules and regulations and for furthering County goals and objectives within general policy guidelines.

**EXAMPLE OF DUTIES (Illustrative Only)**

- Plans, develops, organizes, and directs the implementation of goals, objectives, policies and work standards for the Health & Human Services Agency including the provision of public health, mental health, social services programs, and other agency programs.
- Works closely with the Board of Supervisors, County Executive Office, a variety of public and private organizations, citizen groups and advisory boards in developing programs and implementing systems to solve problems related to the functions of the agency; evaluates effectiveness of systems and develops alternatives as needed.
- Directs the preparation of the agency's annual budget in accordance with County policy and procedures, presents the budget request through the County Executive Office to the Board of Supervisors; monitors expenditures and revenues to ensure both are within approved levels.
- Directs the coordination of the agency's programs, plans and operations to ensure efficient service delivery in a manner which minimizes overlaps and is efficient and effective.
- Directs the selection, supervision and work evaluation of agency personnel; provides for staff training and professional development.
- Reviews and evaluates changes in laws and regulations that could impact on the delivery of public health, mental health and social services; advise the Board of Supervisors and the County Executive Office of possible service delivery and financial impact of changes; assures compliance with laws and regulations.
- Prepares and recommends long-range plans for agency services and programs; seeks grant and other funding to enhance the delivery of services.
- Represents the County in meetings with representatives of state, federal and local agencies; the media, civic and service groups and others; facilitates coordination of dissemination of information about agency programs, promoting services available and benefits to the target populations. Directs the preparation of and personally prepares a variety of reports for the Board of Supervisors and others.

## **QUALIFICATIONS**

### **Education and Experience:**

Equivalent to a master's degree in public administration, public health administration, psychology or related field and five years as a director or assistant director of a large public health, mental health or social services department or seven years of successful and progressively responsible full-time management and administrative experience in a public health, mental health or social services agency which included responsibility for fund and budget administration, program planning, implementation and administration

### **LICENSES & CERTIFICATIONS**

Valid California driver's license.

### **Knowledge of:**

- Principles and practices of public administration including goal setting; program planning, implementation, monitoring and evaluation; and personnel management, training and supervision.
- Public sector organizational theory.
- Principles and practices of public sector budgeting, cost accounting, fiscal management, grants management and audit requirements.
- Applicable state and federal laws governing public health, mental health and social services programs.
- Social and economic problems affecting public health, mental health and social service programs.
- Methods and techniques of research, statistical and management analysis.
- Techniques of effective communication and team building.

### **Skill in:**

- Planning, organizing, administering and directing public health, mental health and social service programs.
- Interpreting, applying and explaining applicable laws, regulations and policies.
- Developing and implementing goals, objectives, work standards and internal controls.
- Analyzing complex situations and adopting effective courses of action.
- Selecting, motivating, evaluating staff and providing for their professional development directly and through subordinate levels of supervisors.
- Integrating services provided with those of other County departments and public and private organizations.
- Preparing or directing the preparation and administration of the budget of a large, complex agency with multiple funding sources.
- Preparing clear and concise reports, correspondence, policies and other written materials.
- Exercising sound independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with a variety of citizens, public and private organizations, boards, commissions and County staff.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.
- Lift and carry, push and/or pull, or move objects weighing up to 20 pounds.

### **Working Conditions:**

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.