

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	CHIEF PSYCHIATRIST
DEPARTMENT:	MENTAL HEALTH
REPORTS TO:	MENTAL HEALTH DIRECTOR

CLASS CODE: 4024
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under administrative direction, serves as medical director for the County department of Mental Health, including the supervision of all medical staff. Incumbent(s) in this class serve as a member of the management team, provides medical consultation to all division employees as well as direct service to clients.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Provides direct psychiatric care to hospital patients.

Provides direct psychiatric care to day patients.

Provides direct psychiatric care to CONREP patients.

Provides direct psychiatric care to out-patients.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

None

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Medical degree from an accredited medical college or university, supplemented by residency training.

Two to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

State Medical License

DEA License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of general psychiatry.

Principles and practices of administration as related to psychiatry.

Principles and practices of forensic psychiatry.

Principles and practices of public psychiatry.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Skill in:

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to write reports, correspondence, procedure manuals.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is frequently required to sit, walk, and speak and hear.

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.

file: chfpsy.47412

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.