

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: MENTAL HEALTH BRANCH DIRECTOR
DEPARTMENT: HEALTH & HUMAN SERVICES AGENCY - MENTAL HEALTH
REPORTS TO: HEALTH & HUMAN SERVICES AGENCY DIRECTOR
CIVIL SERVICE: NO – At Will

CLASS CODE: 46513
FLSA STATUS: E
DATE: 08/06
BARGAINING UNIT: MGT

JOB SUMMARY:

Under administrative direction of the Health & Human Services Agency Director, plans, organizes and directs the service programs and activities within the Mental Health branch of the Health & Human Services Agency. Performs professional level functions which include: planning, organizing and directing administrative support activities; providing internal consultation on financial and management issues; coordinating analytical studies addressing various issues; and overseeing information systems matters.

DISTINGUISHING FEATURES:

Appointed by the Board of Supervisors and reporting to the Health and Human Services Agency Director, this single incumbent classification directs the day-to-day operations of the Mental Health Department and its associated programs. Serves in the Health & Human Services Agency Director's absence regarding Mental Health issues. This class is distinguished from Mental Health Clinic Managers by its overall administrative responsibility for the department. This class is likened to the Assistant Director of Public Health and Assistant Director of Social Services by the overall administrative responsibility for a branch of the Health and Human Services Agency.

SUPERVISION EXERCISED:

Exercises supervision over subordinate supervisors, may be directly or indirectly involved in the training of all levels of staff

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

- Manage department staff members, including medical care and medically trained personnel, which are responsible for performing various mental health services, including, but not limited to: evaluating and assessing clients; conducting psychotherapy; determining treatment plans; and serving as consultant/liaison with various agencies concerning treatment, placement, etc.
- Carry out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Assure that all State licensing standards with regard to facilities and personnel are met.
- Develop and implement service delivery systems, and develop and implement methods of collaboration with outside agencies and other County departments.
- Monitor current, newly adopted, and proposed legislation, rules and regulations and disseminates information to department officials and staff.
- Assess capital improvement needs.
- Pursue funding sources for new programs and assists in the preparation of grant applications and related documents.
- Manage the preparation of the department budget.
- Plan and implement annual, short-term and long-range goals, objectives, organizational structure, and overall direction for the department.
- Ensure quality standards and compliance with regulations are maintained.
- Serve as a member and/or chair of various committees/teams and collaborates, persuades, and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.
- Prepare complex, routine and non-routine reports as requested utilizing a variety of software; receive, sort, and summarize material for the preparation of reports; prepare work reports; and relay and interpret administrative decisions, policies and instructions.
- Interact with a variety of high-level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Calculator

General Office Equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Pursuant to Section 620, Title 9, of the California Administrative Code, an individual must possess one of the combinations of experience and education outlined below in order to qualify for this position:

- CA licensed physician or surgeon showing evidence of having completed the required course of graduate psychiatric education as defined in Section 623 to be supplemented by an additional period of two years of training or practice limited to the field of psychiatry, one year of which shall have been administrative, **or**
- CA licensed Psychologist with a doctorate in psychology and at least three years of acceptable clinical psychology experience, two years of which will be administrative; **or**
- Licensed Clinical Social Worker with a master's degree in social work or higher and at least five years of mental health experience, two of which shall be administrative; **or**
- Licensed Marriage, Family and Child Counselor with a master's degree in an "approved" behavioral science course of study and at least five years of mental health experience, two years of which shall have been administrative; **or**
- State of California Board Registered Nurse with a master's degree in psychiatric or public health nursing and at least five years of mental health experience, two of which shall be administrative. Additional post-baccalaureate experience in a mental health setting may be substituted on a year-for-year basis for the educational requirements; **or**
- Administrator with a master's degree in hospital administration, public health administration, or public administration and who shall have at least three years experience in hospital or health administration, two of which shall have been in mental health. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Licenses and Certifications:

In addition to licensure as stated above: Valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Modern methods, techniques and theories of mental illness.
- Modern methods, techniques and procedures used in marriage, family and child counseling.
- Systems of care service delivery models.
- Client focused services and rural health care challenges.
- Statewide mental health policy, regulations and funding.
- Methods and techniques of research, statistical analysis and report presentation.
- All computer applications and hardware related to performance of the essential functions of the job.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- County government organization and operations.
- External governmental bodies and agencies related to area of assignment.
- Standard business arithmetic, including percentages and decimals.
- Human Resources policies and practices.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Mediation techniques to resolve conflicts between management and staff.
- Using tact, discretion, initiative and independent judgment within established guidelines.

- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks and to understand, interpret and communicate complicated policies, procedures and protocols.
- Using a computer to accurately and rapidly enter and retrieve data and information.
- Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

Mental and Physical Abilities:

- Ability to analyze, evaluate and resolve administrative and financial problems, and use independent judgment.
- Ability to prepare and supervise the preparation of budgets, grant applications, service contracts and complex narrative or statistical reports.
- Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.
- Ability to delegate authority to staff.
- Ability to establish and maintain effective working relationships with others.
- Ability to draft and type correspondence.
- Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, reach with hands and arms, speak and hear and use sound perception and discrimination.

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.