

HEALTH & HUMAN SERVICES AGENCY ASSISTANT DIRECTOR

DEFINITION

Under general administrative direction of the Health and Human Services Agency (HHSA) Director, and within state and federal laws, regulations and rules assists the HHSA Director in planning, administering and directing the integrated services of public health, mental health, alcohol and drug and social services programs, and other department programs; and performs related work as required; acts as the HHSA Director in the absence of the HHSA Director.

DISTINGUISHING CHARACTERISTICS

This single position is a senior management classification and has responsibility for assisting the HHSA Director with duties such as overall policy development, organizational structure, program planning, fiscal management, administration and operation of the HHSA. The incumbent is responsible to act for and on behalf of the HHSA Director in areas such as leadership, organization, management, implementation and administrative direction of all programs of the department within applicable laws, rules and regulations and for furthering County goals and objectives within general policy guidelines. This position is an unclassified, at will position.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

Assists the HHSA Director in planning, developing, organizing, and directing the implementation of goals, objectives, policies and work standards for the HHSA including the provision of public health, mental health, alcohol and drug, social service programs, and other department programs; assists in directing the coordination of the department's programs, plans, and operations to ensure efficient service delivery in a manner which minimizes overlaps and is efficient and effective; works closely with the HHSA Director, Board of Supervisors, County Administrative Office, and HHSA Branch Directors; may act as proxy for the HHSA Director with 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 department; assists in evaluating effectiveness of systems and developing alternatives as needed; assists with directing the preparation of the department's annual budget in accordance with County policy and procedures; may be responsible to present the budget request through the County Administrative Office to the Board of Supervisors; assists with monitoring expenditures and revenues to ensure both are within approved levels; assists in directing the selection, supervision and work evaluation of departmental personnel; assists with ensuring provisions are in place for staff training and professional development; reviews and evaluates changes in laws and regulations that could impact the delivery of public health, mental health, alcohol and drug, and social services; advises the HHSA Director of possible service delivery and financial impact of changes; assures compliance with changes in laws and regulations; assists in preparing and recommends long-range plans for department services and programs; seeks grant and other funding to enhance the delivery of services; may represent the County in meetings with representatives of state, federal and local agencies; or to the media, civic and service groups and

others; facilitates coordination of dissemination of information about departmental programs, promoting services available and benefits to the target populations; assists with directing the preparation of and may personally prepare a variety of reports for the Board of Supervisors and others.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

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, alcohol and drug, and social services programs; social and economic problems affecting public health, mental health, alcohol and drug, and social services programs; methods and techniques of research, statistical and management analysis; and techniques of effective communication and team building.

Ability to: Plan, organize, administer and direct public health, mental health, alcohol and drug, and social services programs; interpret, apply and explain applicable laws, regulations and policies; develop and implement goals, objectives, work standards and internal controls; analyze complex situations and adopt effective courses of action; select, motivate, evaluate staff and provide for their professional development directly and through subordinate levels of supervisors; integrate services provided with those of other County departments and public and private organizations; prepare or direct the preparation and administration of the budget of a large, complex department with multiple funding sources; prepare clear and concise reports, correspondence, policies and other written materials; exercise sound independent judgment within general policy guidelines. establish and maintain effective work relationships with a variety of citizens, public and private organizations, boards, commissions and County staff.

These employment standards are typically attained with a bachelor's degree in public administration, public health administration, psychology or a related field **AND** three years of experience as a manager/administrator of a large public health, mental health, or social services department.

SPECIAL REQUIREMENTS

Possession of a valid California driver license may be required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, and talk and hear. The employee is occasionally required to stand; walk; and use hands to grasp, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to work in an office setting and interact with individuals and groups in the office and in community settings.

NEW 09/2022
CS 1268