

ASSISTANT DIRECTOR-PROGRAMS
HEALTH AND HUMAN SERVICESDEFINITION

Under the direction of the Director-Health and Human Services, plans, organizes and directs the program activities of the services of public health, mental health, substance abuse and social services, employment, public guardian and veteran's service programs; provides expert professional assistance to County staff and outside agencies in areas of responsibility; assists in policy procedure development and implementation including serving on the department management team; manages special projects; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position management class with responsibility for the administration of all service programs of the Department of Health and Human Services including, program planning, development, implementation and supervision of professional staff. This class is distinguished from the Assistant Director-Administration in that the latter has responsibility for the administration of the financial, information services and employee services functions of the Department of Health and Human Services.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes and directs the activities and operations of the Programs Division of the Department of Health and Human Services; assists in establishing department policy, procedures, goals and objectives.
- Directs and participates in the development and implementation of goals, objectives, policies, procedures and work standards in compliance with applicable rules and regulations and mission of the department.
- Identifies problems, determines analytical approach, obtains and analyzes necessary information; provides technical assistance to others on program and service delivery matters.
- Develops standards for evaluation of services and programs; monitors evaluation of programs and services including recommending corrective actions.

- Participates on a variety of interagency committees; consults with community groups, individuals, mental health professionals, service agencies, governmental officials, the court system and others to determine community needs for services and to coordinate service delivery.
- Reviews and evaluates changes in applicable laws, rules and regulations; determines if system changes are required and recommends for implementation.
- May act on behalf of the Director of Health and Human Services in establishing, facilitating and maintaining liaison with representatives of state, federal, local agencies and community groups and organizations; facilitates coordination of program and system functions of inter-agency and inter-branch activities.
- Reviews and evaluates changes in applicable laws, rules and regulations; determines if system changes are required and recommends for implementation.
- Prepares and directs the preparation of a wide variety of reports including statistical, program performance, program needs and other reports for the Board of Supervisors, state and federal agencies and others; presents information and reports to agencies and the public as appropriate.
- Participates in the development of the department budget, monitors branch expenditures and recommends budget amendments as needed.
- Directs the maintenance of a wide variety of records in accordance with applicable laws, regulations and laws.
- Selects, trains and motivates staff; plans, assigns, supervises, reviews and evaluates staff; disciplines staff as appropriate.
- Directs and participates in the development and implementation of special projects, special needs assessments and other studies; analyzes results, prepares interim and other reports as needed.
- Acts as the Director-Department of Health and Human Services on a relief basis.

QUALIFICATIONS

Knowledge of:

Principles and practices of public administration, organizational planning, personnel management and economic and procedural analysis.

Principles, practices, trends and methods of service delivery for human service systems including public health, mental health, social services, substance abuse, employment, public guardian and veteran's services.

Applicable state, federal and local laws, rules and regulations.

Principles and practices of program management including program development, funding sources, proposal writing, program evaluation and fiscal management.

Methods and procedures for collecting, compiling and analyzing statistical and demographic information and data including evidence based practices.

Business computer applications related to statistical analysis, database systems, service records and financial management.

Interpersonal communication, team-building practices and conflict resolution.

Skill in:

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

Analyzing complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives, reaching sound conclusions and communicating recommendations to others.

Developing, organizing, coordinating, managing and implementing varying and multiple projects while meeting critical deadlines.

Interpreting, explaining and applying laws, regulations, codes and policies related to department programs and services.

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

Selecting, training, supervising and evaluating the work of a diverse subordinate support staff, through subordinate levels of supervision; providing for staff training and development.

Making effective public presentations for public relations purposes and to convey conclusions and recommendations.

Maintaining accurate records and files.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Must possess a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to possession of a master's degree in public administration, public health or closely related field and five years of public agency experience which included administration of public health, mental health, social services or related human services with responsibility for program planning, program evaluation and policy development. Possession of a license to practice in California as a public health nurse, marriage and family therapist, psychologist, or licensed clinical social worker with five years post-licensure experience is desirable.