

ASSISTANT DIRECTOR-ADMINISTRATION  
HEALTH AND HUMAN SERVICES

DEFINITION

Under the direction of the Director-Health and Human Services, plans, organizes and directs the administrative, fiscal and support operations of the integrated services of health, mental health, substance abuse and social services programs; assists in policy and procedure development and implementation including serving on the department management team; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position management class with responsibility for the fiscal operations, budget development and administration, medical records, clerical support, information services, building operations, personnel and payroll, grant administration, and special projects. This class is distinguished from the Assistant Director-Programs, Health and Human Services in that the latter has responsibility for the development, administration and implementation of programs for the Department of Health and Human Services.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes and directs the activities and operations of the Administration Division of the Department of Health and Human Services; assists in establishing department policy, procedures, goals and objectives.
- Directs and participates in the development of the department's annual budget; monitors expenditures and revenues; serves as a resource to the director and senior managers in preparing expenditure and revenue projections, forecasts and other financial planning reports.
- Identifies problems, determines analytical approach, obtains and analyzes necessary information; provides technical assistance to others on administrative and analytical matters.
- Directs the maintenance of a wide variety of records in accordance with applicable rules, regulations and laws.
- Reviews and evaluates changes in applicable laws, rules and regulations applicable to the fiscal operations, budget development and administration, medical records, clerical support, information services, building operations, personnel and payroll, and grant administration functions of the department; makes recommendations for implementation.
- Directs the development and implementation of information systems including hardware, software and systems including those designed specifically for health, mental health and social services programs.

- Directs the development and implementation of a wide variety of financial studies; prepares and directs the preparation of fiscal, statistical and related reports.
- 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 administrative functions of inter-agency and inter-departmental programs and systems.
- Directs the maintenance of department personnel and payroll records in accordance with applicable laws, rules and regulations; ensures all staff licenses are current.
- Administers procedures for new contracts and contract renewals with funding agencies, sub-contracting agencies, physicians and others as appropriate; maintains database of contracts; monitors contract provisions and ensures timely renewal or cancellation.
- Selects, trains, and motivates staff; plans, assigns, supervises, reviews and evaluates staff; disciplines staff as appropriate.
- Acts as Director-Department of Health and Human Services on a relief basis.

#### QUALIFICATIONS

##### Knowledge of:

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

Principles and practices of accounting, budget development, fiscal management, cost accounting grants management, public agency funding and administration, financial planning and forecasting.

Applicable state, federal and local laws, rules and regulations affecting health, public health, substance abuse and social services programs.

Methods and procedures for developing and evaluating program quality control and effectiveness.

Business computer applications related to statistical analysis, patient/client records, and database systems, billing and other financial records.

Principles and practices of supervision and personnel management.

Interpersonal communication, team-building practices and conflict resolution.

Skill in:

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

Collecting, evaluating and interpreting a variety of information and data, either in statistical or narrative form.

Developing, organizing, coordinating and implementing varied projects.

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

Planning, organizing, directing and coordinating, payroll and office support functions.

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

Interpreting and applying laws, rules, regulations, codes and policies.

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.

Coordinating multiple projects and meeting critical deadlines.

Analyzing situations, drawing sound conclusions and taking or recommending action.

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:

Five years of full-time public agency executive management experience in administration of a health, mental health, substance abuse or social services program that included administration of the budget and financial systems, personnel management, policy development and program planning and a master's degree in business, public administration or a closely related field.