

County of Humboldt Job Specification
ASSISTANT DIRECTOR, HEALTH AND HUMAN SERVICES
Classification 0650 (Class Number)
FLSA: Exempt



DEFINITION

Under administrative direction, plans, organizes, directs, manages and evaluates the operations and activities of the finance, employee services, information technology, general services and program divisions within the Department of Health and Human Services; manages the development of short- and long-term goals for these functions and ensures their effective execution; assists the Director, Department of Health and Human Services in departmental policy and procedure development and overall administrative priorities; serves in the capacity of the Director Department of Health and Human Services, as directed; and performs related work as assigned

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director, Department of Health and Human Services. Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating overall policy development for Administrative and Program Services planning, administration and operations within the Department of Health and Human Services. The incumbent assumes responsibility for the development and administration of policies and procedures in assigned functional areas which may include all program divisions, finance, employee services, information technology and general services. Successful performance of the work requires knowledge of public policy, departmental operations, and the role of the County Board of Supervisors. The incumbent is responsible for developing, overseeing and implementing projects and programs in a variety of areas, for accomplishing planning and operational goals and objectives, and for furthering the Department's goals and objectives within policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

- Plans, organizes, and directs the operations and activities of the finance, employee services, information technology, general services and program divisions within 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, Department of Health and Human Services and to senior management in preparing expenditure and revenue projections, forecasts and other financial planning reports.

- Provides day-to-day leadership and works with management and staff to ensure a high performance, client-centric work environment consistent with sound management principles and the County's mission and values.
- 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 and fiscal, statistical, and related reports to ensure that management have a continuous understanding of the department's financial and budget situation.
- Directs the establishment and management of employment related activities to ensure they meet the needs of the department, and compliance mandates.
- Administers procedures for new contracts and contract renewals with funding agencies, sub-contracting agencies, physicians, and others as appropriate; monitors contract provisions and ensures timely renewal or cancellation.
- In conjunction with the Director and senior management, coordinates the formulation of long-range financial planning, including capital improvement plans.
- Selects, trains, develops, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; makes discipline recommendations; responds to staff questions and concerns.
- Directs the establishment and maintenance of accurate records management and tracking within assigned functional areas.
- 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.
- Reviews and evaluates changes in applicable laws, rules, and regulations applicable to areas of responsibility; recommends and implements policy and procedure changes consistent with requirements.
- Serves in an acting capacity for the Director of Health and Human Services as directed.
- Performs related duties as assigned.

The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the department's administrative services functions.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.

- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- 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 impacting administrative programs such as information technology, financial services, employee services and procurement and contracts.
- Methods and procedures for developing and evaluating program quality control and effectiveness.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Demonstrate the County of Humboldt's commitment to diversity, equity, and inclusion.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for Administrative Services and the Health and Human Services Department.
- Analyze complex and sensitive administrative, budgetary, operational, economic, political, and organizational problems, evaluate alternatives, and reach sound conclusions.
- Direct the development and distribution of reports within functional areas to provide management with the tools to effectively manage operational, financial, and staffing resources.
- Develop, organize, coordinate, and implement varied projects and meet critical deadlines.
- Prepare clear and concise reports, correspondence, and other written materials.
- Prepare and conduct effective reports and presentations on administrative services operations and activities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in business, public administration, social work, psychology, sociology, or a closely related field.

and

Six (6) years of administrative program experience in health and human services programs or administrative services management experience encompassing areas of responsibility such as finance, information systems, human resources, and general services, 2 (two) of which should be in a senior or executive management capacity.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of applications. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various County sites; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e., background screening, physical examination, etc.).