

DIVISION ADMINISTRATOR ADULT COMMUNITY SERVICES

DEFINITION

Under general direction of the Human Services Department Director, manages the operation of the following adult long term care human services programs: aging, developmental disabilities (includes children and youth), mental health, physical disabilities, and Community Options/Integration. Performs related duties as required.

EXAMPLES OF DUTIES

Organizes, directs and coordinates the various programs and services within the department; develops and monitors an annual division budget and plan; reviews and evaluates existing policies and procedures and directs changes where indicated; provides analysis, interpretation and information to the director regarding pertinent statutes, ordinances and guidelines impacting on the service areas; develops and prepares periodic reports on the operation of the division and its financial condition for the director and other county officials as requested; initiates and takes part in long range program planning (including capital improvements); supervises unit heads including recommending hiring, performance evaluations, discipline, training, and development; provides oversight responsibility for division management's administration of union contracts including grievance investigations and responses; acts as chief spokesperson for the division in dealings with state and other officials; ensures that comprehensive program planning and program evaluation are ongoing functions of the division; ensures participation in programs conducted for the improvement and development of division programs and personnel; write reports for presentation and/or publication; makes recommendations regarding legislation relative to programs.

EMPLOYMENT STANDARDS

Education and Experience: Either 1) a master's degree in human services, public policy, public administration or related field and four years of related work experience including significant management responsibility; or 2) a bachelor's degree in a human services field and six years of experience specified above.

Knowledge and Abilities: Knowledge of modern management principles and techniques in the areas of personnel management, fiscal analysis and management, budgeting, and management information; knowledge of program planning and evaluation; knowledge of the special needs and problems of clients served by the division; ability to develop and implement program cost and effectiveness criteria; ability to write and speak effectively to a variety of issues; ability to manage staff effectively and develop effective working relationships with state and county officials, and service providers.