



**MONO COUNTY**  
**Date Revised:**

**BARGAINING UNIT:** At-Will  
**Salary Range:** 18

## **Health and Human Services Deputy Director**

### **DEFINITION**

Under the direction of the Department Director, this position organizes, coordinates and implements significant HHS integrated service plans; provides ongoing oversight of multiple and significant client service programs, administrative functions, and operational activities; provides proactive and positive support to departmental and multi-disciplinary teams; actively participates as a member of the Department executive team; participates in strategic planning, policy development, and legislative analysis; and serves as a Department liaison to a variety of internal and external contacts.

### **DISTINGUISHING CHARACTERISTICS**

The Deputy Director of Health and Human Services is an at-will position. This position recognizes a senior level of administration and management oversight within a major County department. The incumbent manages multiple and complex programs and budgets equivalent in scope and impact to small and mid-size departments within the County organization. The responsibilities of this position demand comprehensive knowledge and expertise in the delivery of health and human services programs, a high level of initiative, independent judgment, and discretion, as well as strong and effective management and leadership skills.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Health and Human Services Department Director.

Exercises direct supervision over assigned Program Managers and programs under their purview.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include, but are not limited to the represented duties below. Other administrative duties may be assigned.

- Serve as an executive team member; develop, initiate and implement departmental policies, procedures and systems; participate in the identification and allocation of fiscal, staffing, and material resources; and contribute to the problem solving, decision-making, and planning activities of the Department.
- Oversee and participate in the development of the Department's work plan for assigned functions; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

- Participate in the development and administration of Health and Human Services budgets; forecast additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments, as appropriate.
- Plan and coordinate the design and development of integrated service plans; initiating collaborative efforts among relevant federal, state, and local agencies and community groups; serve as a representative of the Department with other County departments and outside organizations when requested.
- Assist in the coordination of activities of the Department with those of other Departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Directly, or through Department supervisory staff, select, train, motivate, and evaluate personnel within assigned divisions; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct the investigation and resolution of complaints/concerns related to designated program areas and activities; identify and initiate solutions to major issues involving policy, client service delivery, and organizational changes and directions.
- Organize, coordinate and provide leadership to a variety of committees and task forces within the Department in response to identified needs, special assignments, enhanced communications, and the over-all and on-going commitment to team management and the facilitation of employee empowerment.
- Implement improvements, determine, and recommend plans for establishing new service programs or major changes in methods or levels of service delivery.
- Analyze and evaluate program results as related to objectives and policy guidelines; review program funding needs, and control program activities within budgetary limits or policies.
- Provide senior executive leadership input to the preparation of annual Department budgets; justify fund requests and staff allocations; ensure that budget is administered within Board of Supervisors approved expenditure and revenue levels as requested by the Department Director.
- Establish and maintain liaison with representatives of State, Federal, and local agencies, and associations and commissions as requested by the Department Director.
- Make public presentations before the Board of Supervisors, professional organizations, or public groups to provide information on Departmental programs and goals as requested by the Department Director.
- Provide coverage for the Department Director when not available.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education and Experience**

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

**Experience:**

Four years of increasingly responsible experience in social services or public health, including two years of significant administrative managerial experience working in a public agency.

**Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in Public Administration, Public Health, Social Work, or a related field.

Candidates that possess a Master's degree or Doctorate may qualify at a higher step.

**Licenses and Certifications**

Possession of, or ability to obtain, a California driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Principles and practices of Health and Human Services to include public health, social services and other assigned programs: rules, regulations, State and Federal program policies, and procedures.
- Principles and techniques of organization, administrative management, budget preparation, and fiscal control.
- Program development, analysis, and evaluation of programs, policies and operational needs.
- Principles and practices of personnel administration, effective management, supervision, and training.
- Principles and procedures associated with hiring, evaluating, training, and disciplining employees.
- Organizational and management practices as applied to analysis and evaluation of programs, policies, and operational needs.
- Governmental codes, laws, rules, and regulations, legislative process, and practices and policies relating to health and social services programs.
- Communication, teambuilding, motivation, mentoring and conflict resolution.
- Public information and contract administration.
- Intergovernmental relationships and regulations affecting community service delivery.

**Ability to:**

- Plan, direct, interpret, and evaluate the administration and operations of the multi-disciplinary Health and Human Services Department.
- Analyze complex administrative and regulatory problems, provide and evaluate alternatives and adopt effective courses of action.
- Select, orient, supervise, and evaluate subordinate Departmental personnel.
- Plan, direct, and coordinate the work of others; develop and provide effective training.

- Establish and execute Department policies and procedures.
- Develop and implement short and long-range Department goals and objectives.
- Successfully monitor and administer multiple programmatic budgets and expenditures.
- Analyze situations accurately and take effective action.
- Prepare and present clear and concise correspondence, reports, and recommendations.
- Communicate effectively both verbally and in writing.
- Work cooperatively with other employees.
- Establish and maintain cooperative working relationships with staff, other Departments and agencies, the private sector, and the public.
- Work effectively and compassionately with various cultural and ethnic groups in a tactful and respectful manner.
- Use standard office computers for word processing and spreadsheets.

### **ADDITIONAL REQUIREMENTS**

Travel within and outside of Mono County may be required for meetings and training.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands and work environment 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 talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.