

**CLASS TITLE:**

**ADMINISTRATOR I  
MHRH**

**Class Code: 02509200**

**Pay Grade: 36A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within a Department of Mental Health, Retardation and Hospitals (MHRH) area designated as a medium-sized organizational component, to have the assigned responsibility for assisting in the planning, development and implementation of specified operations and services; or, to have the assigned responsibility for assisting in the administration of designated components of an MHRH program of comparable complexity; and to related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and reports for satisfactory performance and adherence to established rules, and guidelines.

**SUPERVISION EXERCISED:** Plans, coordinates and reviews the work of supervisory, professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within a department of Mental Health, Retardation and Hospitals (MHRH) area designated as a medium-sized organizational component, to have the assigned responsibility for assisting in the planning, development and implementation of specific operations and services; or, to have the assigned responsibility for assisting in the administration of designated components of an MHRH program of comparable complexity.

To apply innovative and emerging methods, technologies and management practices to the operation of the organization and/or program.

To coordinate or conduct analyses of specific programs, services, resources and costs and benefits to increase the efficiency and effectiveness of the program.

To assist in the development of assigned components, short and long-term goals and objectives, management plans and operating plans and to oversee their implementation and evaluation.

To assist in achieving fiscal integrity and accountability within the program area.

To assist in the development of operating and capital budget plans, proposals and requests, as required.

To periodically consult and confer with intra and interagency representatives to assess and recommend changes in programs, services, goals and objectives, as required.

To assure that programs and services conform with federal, state and other regulations and requirements and with the overall mission and goals of the department.

To encourage professional and staff development activities within the program or services area.

To provide professional opinion, consultation and advice, as required.

To serve as an effective member of the department, agency and program leadership team.

To assist in coordination of programs and services with other MHRH agencies, other state departments and agencies, municipal, federal and private agencies and parties, as required.

To provide effective and informative reports; to prepare communications and communicate regularly with departmental and program staff, and with others as required.

To represent the department in a variety of roles and settings, as required.

To assist in the development and maintenance of appropriate and adequate information systems and to produce reports as needed.

To meet and conform to the requirements of an operational set of performance specifications.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the operations of the program or services area and the ability to promote effective and efficient programs and services; a working knowledge of the principles and practices employed in the administration of public health care programs and services; a working knowledge of trends and best practices in the program or services area and the ability to apply this knowledge to planning, coordinating, administering and evaluating the program; a working knowledge of relevant laws, regulations, policies and procedures; the ability to lead, supervise, direct, assign and evaluate the work of subordinate; the ability to serve as an effective administrative subordinate; the ability to serve as an effective member of an administrative team; the ability to provide leadership and coordination; the ability to communicate effectively; the ability to meet and conform to the requirements of an operational set of performance specifications; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Bachelor's Degree in Public Administration, Management, Health Administration, or in the specifically assigned area of organizational or program responsibility; and

Experience: Such as may have been gained through: extensive employment in a responsible supervisory capacity environment (line/direct service or staff support) in a health care environment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

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