

CLASS TITLE:

**ADMINISTRATOR II
(MHRH)**

Class Code: 02509300

Pay Grade: 38A

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 overall administration of the planning, development and implementation of operational functions; or to have the assigned responsibility for assisting in the overall administration of an MHRH program of substantially comparable complexity; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and written reports for conformance to policies, guidelines and professional standards.

SUPERVISION EXERCISED: Plans, coordinates and reviews supervisory, professional, technical and other staff engaged in program activities.

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 overall administration of the planning, development and implementation of operational functions; or to have the assigned responsibility for assisting in the overall administration of an MHRH program of substantially 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 short and long terms 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 knowledgeable opinion, consultation and advice, as required.

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

To coordinate or 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 develop or assist in developing and maintaining 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 utilize this knowledge in promoting effective and efficient programs and services; a thorough 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 the principles and practices employed in the administration of public health care programs and services; a working knowledge of relevant laws, regulations, policies and procedures; the ability to lead, supervise, direct, assign and evaluate the work of subordinates the ability to provide leadership and coordination; the ability to serve as an effective member of an administrative team; 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, supplemented by advanced training or education in a relevant field; and

Experience: Such as may have been gained through: employment in a management capacity (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 Created: November 19, 2000

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