

**CLASS TITLE: ADMINISTRATOR OF COMMUNITY SERVICES
(MHRH)**

**Class Code: 02826800
Pay Grade: 35A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible, in collaboration with professional staff and consultants, for the development, direction, review and coordination of community services and/or residential resource development with the Mental Health, Retardation and Hospitals Service System; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Assistant Director - Mental Health, Retardation and Hospitals with wide latitude for the exercise of initiative and independent judgment; work is reviewed through conferences and reports for results obtained and conformance to established divisional and departmental policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, directs, coordinates and supervises a professional staff engaged in providing community services and/or facilities development.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible, in collaboration with professional staff and consultants, for the development, direction, review and coordination of community services and/or residential resource development within the Department of Mental Health, Retardation and Hospitals.

To develop policies and procedures for community services and/or resident resource development concerning the administration of federal and state funding programs.

To review requests from community agencies for residential resources and/or services, and to recommend and/or implement the necessary actions to fill such requests.

As assigned, to administer an account for the purchase of community services from private agencies, and to review and approve or disapprove all requests for such services.

To review federal and state legislation as it pertains to community services and/or residential resources.

To act as a liaison between various state, federal, community and private agencies.

To be responsible for assisting the Assistant Director in budgetary requests and expenditures.

As assigned, to be responsible for the development of a sound and efficient public relations program involving the needs of, and the community services available to MHRH service population.

To collaborate with MHRH personnel to ensure that facilities conform to established standards and regulations.

To interpret federal and state laws and regulations affecting the planning and implementation of community residential and resource development programs and activities.

To promulgate the development of licensing and service performance standards in cooperation with departmental representatives.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of rehabilitation and social case work methods and procedures with specialized knowledge in the area of community services and/or residential resource development and the ability to apply such knowledge in the development direction, review and coordination of community service programs to meet the needs of disabled individuals in a

community setting; a thorough knowledge of community resources and the ability to apply such knowledge in providing social and rehabilitative services to the mentally retarded and their families; a thorough knowledge of federal and state legislation pertaining to community services; a thorough knowledge of the basic principles and practices of social administration; the ability to effectively administer a budget comprised of both federal and state monies; the ability to plan direct, coordinate and supervise a professional staff engaged in providing community services and residential resources; the ability to assist in the development of policies and procedures for community services; the ability to establish and maintain close working relationships with various federal, state, community and private agencies; the ability to communicate effectively with divergent groups within the community and to establish a public relations program defining the needs of, and the community services available, to the service population; a thorough knowledge of the principles, methods and practices employed in the management and administration of community residential programs and the ability to apply this knowledge to the planning, acquisition, development and implementation of community residential services; the ability to integrate and effectively coordinate programs to assure that service needs of disabled individuals are met within the community; the ability to analyze problems and systematically develop problem resolution; the ability to establish effective standards related to community residential development; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a Master's Degree in Social Work, Rehabilitation, Social Administration, or other related areas; and

Experience: Such as may have been gained through: full-time employment in a responsible administrative and supervisory capacity in one of the social or rehabilitative service fields involving the maintenance of community services or residential resource development.

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

Class Revised: October 7, 1990

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