

**LASS TITLE: ADMINISTRATOR OF PROGRAM MANAGEMENT  
(BHDDH)**

**Class Code: 02500200  
Pay Grade: 35A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals, to be responsible for the management, program maintenance expansion and coordination of existing statewide community-based services and/or facilities, to administer and manage a comprehensive system of community-based services and/or facilities that are integrated with Federal, state and local agencies, and to related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with wide latitude for the exercise of independent judgment and initiative; work is subject to review through consultations and submitted reports for conformance to laws, policies, rules, regulations and departmental objectives.

**SUPERVISION EXERCISED:** Plans, directs, coordinates, supervises and reviews the work of a subordinate staff assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals, to be responsible for the management, program maintenance, expansion and coordination of existing statewide community-based services and facilities.

To administer and manage a comprehensive community-based system of facilities and/or services that are integrated with federal, state and local agencies.

To coordinate services of the Department with other state departments and agencies, municipal and federal agencies.

To administer policies and procedures for existing community-based programs, services and/or facilities concerning the administration of federal and state funding programs.

To be responsible for managing and maintaining programs in conformance with generally accepted professional standards; to provide technical assistance to state-supported facilities; and to exercise the requisite surveillance and inspection to insure compliance with established standards.

To review requests from community agencies for expansion of present services and/or to implement necessary actions to fill such requests.

As assigned to manage, maintain and administer accounts for the purchase of existing community services from private agencies, and to review and of existing 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 the management and maintenance of facilities and/or services.

To act as a liaison between various state, federal, community and private agencies and to provide technical assistance in order to maintain facilities and/or services.

To be responsible for maintenance of state owned or leased facilities.

As assigned to be responsible for managing and maintaining criteria relative to eligibility for care in facilities under the jurisdiction of the department.

To be responsible for assisting a superior in program and capital budgetary requests and expenditures.

To be responsible for the analysis of federal, state and local policies and procedures and to apply them to community-based programs.

As assigned to be responsible for the management of a sound and efficient public relations program involving the needs of, and the existing community services available to, the department's service populations.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of rehabilitation management and administrative methods and procedures with a specialized knowledge in the area of community-based services and/or facilities, the ability to apply such knowledge in the management and maintenance, direction, review and coordination of existing community service programs and facilities; a thorough knowledge of community resources and the ability to apply technical assistance and knowledge in providing social and rehabilitative services to service populations; a thorough knowledge of federal and state legislation pertaining to community services; a thorough knowledge of the principles, practices and procedures of business management and program maintenance, techniques and social administration; the ability to apply such principles, practices and procedures in the direction and supervision of administrative and supportive services; the ability to effectively administer a budget comprised of both federal and state monies as applies to community services and business management operations and construction projects; the ability to plan, direct, coordinate and supervise a professional staff engaged in providing administrative supportive and community services; the ability to establish and manage policies and procedures for the maintenance of 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 and the community services available to service populations; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in rehabilitation, business or public administration including courses in management, economics or other related fields.

Experience: Such as may have been gained through: employment in a responsible administrative position involving the maintenance of community-based service systems; or employment in a public or private agency dealing with planning, developing and constructing physical facilities.

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

Class Revised: October 7, 1990

Editorial Review: March 15, 2003

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