

**CLASS TITLE: ASSOCIATE ADMINISTRATOR I
(MHRH)**

**Class Code: 02509000
Pay Grade: 32A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within a Department of Mental Health, Retardation and Hospitals (MHRH) area designated as a small organizational component, to have the assigned responsibility for assisting in the overall management of the planning, development and implementation of operational functions; or, to have the assigned responsibility for assisting in the overall management of an MHRH program of comparable complexity; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior with latitude for the exercise of initiative and independent judgement; work is reviewed through conferences, reports and on-site visits for compliance with specific directions, rules, and procedures.

SUPERVISION EXERCISED: Supervises and reviews the work of professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within a department of Mental Health, Retardation and Hospitals (MHRH) area designated as a small organizational component, to have the assigned responsibility for assisting in the overall management of the planning, development and implementation of operational functions; or, to have the assigned responsibility for assisting in the overall management of an MHRH program of comparable complexity.

To 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 assist in their implementation and evaluation.

To assist in achieving fiscal integrity and accountability within assigned program components.

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

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

To review programs and services for compliance with federal, state and other regulations and requirements, and with the overall mission and goals of the department.

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

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 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 working 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, implementing and evaluating the program; a familiarity with relevant laws, regulations, policies and procedures; the ability to lead, supervise, assign and evaluate the work of subordinates; 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: employment in a health care environment involving a supervisory role in line/direct service or staff support.

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

Class Created: November 19, 2000

Editorial Review: 3/15/03