

To be responsible for development of short and long-term goals and objectives, assorted management plans and to provide periodic management audits and reports for the office of the Executive Director.

To encourage training opportunities for all levels of staff by working with the Mental Health, Retardation and Hospitals Training and Education Section for the provision of effective training programs and seminars to all personnel.

To work in close cooperation with the Director of Mental Health, Retardation and Hospitals and the Associate Director of Fiscal Management in order to maximize appropriate fiscal control within allocated budgeted resources, to oversee capital development projects, and to assure a quality and therapeutic environment for disabled individuals.

To work with the Mental Health, Retardation and Hospitals Legal Department in negotiating a variety of contracts, letters of agreement and associations to assure improved service integration.

To provide administrative supervision to professional staff and serve on staff committees as required.

To supervise, as assigned, non-medical clinical services to assure appropriate service delivery.

To assist with the preparation operating and capital budgets and to review a variety of managerial recommendations for conformance to guide lines or standards.

To prepare communications of departmental or divisional staff as appropriate, and to communicate regularly with division and other agency administrators.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the relevant area of therapy and rehabilitation; a thorough knowledge of hospital and/or human services administration including detailed knowledge of facility operations and practices; a thorough knowledge of hospital or community facility organization, operations and maintenance; the ability to maintain effective mechanisms for control and monitoring to evaluate personnel and facility operations; a detailed knowledge of staff scheduling; the ability to integrate and coordinate effective administrative and clinical services within the facility or system; clinical skill in evaluation, treatment and rehabilitation techniques of individuals with disabilities; the ability to provide clinical/administrative supervision to other professionals; the ability to present verbal and written information in a clear, concise way; the ability to interpret and implement policies and to establish procedures; a thorough knowledge of the principles and practices of developments within the field of health care; a general knowledge of hospital and community health services; the ability to plan, organize, direct and review work performed by professional and non-professional personnel; the ability to implement policies established through the department or division; the ability to market the services in order to improve the image of the public health care system and its service to all citizens; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of at least a Master's Degree in a specialty area of health practice including Social Work, Rehabilitation, Psychology, Nursing, or Psychiatry; in addition to the foregoing, possession of a Master's or Doctoral Degree in Public Administration, Hospital Administration, Business Administration or other related field of administration is also preferred; and

Experience: Such as may have been gained through: employment in a responsible clinical/administrative position within a large public or private hospital or health care facility or system for a period of not less than (5) years.

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

Class Revised: November 27, 1994

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