

**CLASS TITLE: EXECUTIVE DIRECTOR MHRH
(DIVISION OF MANAGEMENT AND
SUPPORT SERVICES)**

Class Code: 2501900

Pay Grade: 46A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Mental Health, Retardation and Hospitals (MHRH), to be responsible for the development and implementation of management support systems to ensure the effective and efficient achievement of departmental policies, goals and objectives; to ensure that departmental resources are utilized in conformance with state and federal laws, rules and regulations; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of the Department of MHRH with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and written reports for conformance to departmental objectives, laws, policies, rules and regulations.

SUPERVISION EXERCISED: Plans, supervises, directs, coordinates and reviews the work of subordinate professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Mental Health, Retardation and Hospitals (MHRH), to be responsible for the development and implementation of management support systems that ensure the effective and efficient achievement of departmental policies, goals and objectives; to ensure that department resources are utilized in conformance with state and federal laws, rules and regulations.

To be responsible for the overall development and maintenance of a financial management process, including budgeting, capital development, fiscal control, accounts management and auditing.

To be responsible for developing and maintaining a personnel and labor relations process, including collective bargaining and contract management, personnel policies and procedures, organization development, staff utilization and employee appraisal system.

To be responsible for a program of facilities and maintenance services, including the development of operational procedures with respect to energy management systems, the Central Power Plant, security systems, transportation, and life and fire safety.

To be responsible for developing and maintaining a departmental management planning component in order to update operational program standards and to effect evaluations of program results.

To periodically assess the managerial effectiveness of staff within the operations of the department and also under the overall cognizance of the department through licensing, quality assurance and direct observation methodologies.

To effect a community residential and resource development program and to meet department responsibilities for licensing.

To be responsible for developing and maintaining an efficient system of management information.

To represent the Director of the department in professional and/or technical meetings, and to serve as the Director's representative as requested on inter-departmental committees.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of public administration; a thorough knowledge of governmental planning, budgeting and evaluation processes, and the ability to apply them in a system of management and support services for overall public agency purposes; a thorough knowledge of the principles, procedures and technology related to the development of management information systems; energy management system, co-generation systems, and policy development and management systems; ability and extensive skills in writing and public speaking; a thorough knowledge of personnel management systems; maintenance and material management, and financial management systems; the ability to provide direction and leadership to subordinated staff, and to work effectively with superiors, subordinates, associates, governmental officials private sector persons and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a master's degree in public administration, business administration, or systems management; and

Experience: Such as may have been gained through: extensive employment in a responsible administrative position involving support services such as personnel, labor relations, planning, budgeting, program evaluation, facilities and maintenance.

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

Class Revised: November 27, 1994

Editorial Review: 3/15/03