

**CLASS TITLE: EXECUTIVE/ASSOCIATE DIRECTOR  
(BHDDH)**

**Class Code: 02509700**

**Pay Grade: 46A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH), to be responsible for planning, developing, implementing and administering a comprehensive statewide system of hospital, developmental or behavioral health care services, or an equivalent executive-level, department-wide administrative support service; or, to have the assigned responsibility for the execution of a BHDDH program of considerable and comparable complexity; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director with wide latitude for the exercise of initiative and independent judgment in the formulation of policy and program procedures; work is subject to review through conferences and submitted reports for effectiveness and conformance to applicable statutes, regulations and professional standards.

**SUPERVISION EXERCISED:** Plans, assigns, coordinates, directs and reviews the work of an administrative, management, technical, clerical and professional staff; may supervise associate directors, as assigned.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH), to be responsible for planning, developing, implementing and administering a comprehensive statewide system of hospital, developmental or behavioral health care services, or an equivalent executive-level, department-wide administrative support service; or, to have the assigned responsibility for the execution of a BHDDH program of considerable and comparable complexity.

To be responsible for an extensive system of preventive, diagnostic, care, treatment and administrative programs, or of an equivalently comprehensive system of departmental support services.

To serve as an integral or associated member of the department's executive leadership team; to exercise leadership and direction consistent with the department's overall goals and objectives.

To assure the development and execution of innovative, efficient and effective service and/or support systems.

To be an effective public advocate for consumers of both the department's services and for the wider service system.

To assure access, quality, effectiveness and accountability in all aspects of service delivery and administrative support.

To effectively represent the agency or program within the department, within the administrative structure of the state, and with a wide range of public and private organizations, groups and individuals.

To represent the department on committees, boards and at a variety of public events and activities.

To be responsible for program planning and development, fiscal integrity, budget preparation and implementation, program and staff evaluation.

To develop and oversee a variety of service contracts, as required.

To develop and maintain appropriate information systems and to generate and disseminate analyses, reports and recommendations, as required.

To maintain currency in the professional field; to assure that this currency extends to subordinate staff and to the program of services or support.

To promote professional and staff development within the organization and/or program.

To provide direct supervision to administrative staff.

To assure conformance with all relevant laws, regulations, standards, practices, policies and procedures.

To coordinate and promote linkages with training and academic programs; to serve as adjunct faculty, as required.

To assume the responsibilities of an Executive Director of higher rank, or the Director, in that person's absence, as assigned.

To meet and conform to the requirements of an operational set of performance specifications.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of the principles of public administration and the proven ability to apply such knowledge at a high executive level of administration, either in direct service delivery or administrative support within a health care environment; a thorough knowledge of relevant laws, regulations, policies, procedures and practices; the proven ability to plan, coordinate, direct and control the functions and programs of a large or complex division or agency within a health care environment; the proven ability to develop and oversee operating and capital budgets, and to administer a program of fiscal integrity and accountability; the proven ability to make effective use of automated information systems; the proven ability to interpret complex information, prepare analyses, and develop responsive programs, fiscal and management plans, policies and procedures; the proven ability to interpret programs, policies and directives as they apply to the agency or program, and to effectively communicate with all levels of staff, other departments and agencies, advocacy groups, providers and the public at large; the proven ability to lead, supervise, direct, assign and evaluate the work of subordinates; the proven ability to work effectively as a member of the department's executive leadership team; the proven 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 Master's Degree in Public Administration, Management, Health Administration, or in the specifically assigned areas of organizational or program responsibility, supplemented by extensive specialized or advanced training or education in that area; and

**Experience:** Such as may have been gained through: extensive employment in a top administrative position (line/direct service or staff support) in a comprehensive health care environment, or in progressively responsible positions in the administration of several relevant health care programs in a large governmental or private organization.

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

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