

## LOCAL MENTAL HEALTH ADMINISTRATOR I

### DESCRIPTION OF WORK

This is administrative work as the director of a local mental health agency typically associated with a small county or area. Work at this level is distinguished from other levels in this class series by the size, variety, and complexity of programs and organization.

The employee is responsible for planning, coordinating, implementing, and evaluating a variety of mental health programs; work includes the administrative direction of a staff of clinicians and medical personnel as well as a group of clerical employees. Policies and procedures adopted by local commissions or boards guide the employee in the performance of his duties. Work is reviewed by these boards through conferences and reports and is evaluated in terms of acceptance of programs by the general public.

### EXAMPLES OF DUTIES PERFORMED

Formulates agency policies and procedures and recommends to the governing board for consideration; implements policies established by the board.

In consultation with technical and professional staff, evaluates existing programs and initiates changes directed toward improvement of programs.

Detects administrative and management problems concerning fiscal, personnel, and general business activities of the agency; establishes necessary procedures and controls.

Represents the agency at meetings and conferences with local and state groups.

Establishes and maintains effective relationships with agency personnel, county and state officials and the general public.

Performs related work as required.

### KNOWLEDGES, SKILLS, AND ABILITIES

Considerable knowledge of principles, methods and techniques of efficient administration, including public relations, personnel administration, budgeting, accounting and office management.

Considerable knowledge of public program administration.

General knowledge of social, medical, and economic factors of the community served.

Ability to plan, coordinate, and direct a staff of technical and medically related personnel.

Ability to interpret and apply laws and policies to specific problems relating to agency activities.

Ability to establish and maintain effective working relationships with agency personnel, county officials, and the general public.

### MINIMUM EDUCATION AND EXPERIENCE

Master's degree in mental health, public health, social work, psychology, education, sociology, business or public administration, and two years of experience in a community, business, or governmental program in health related fields, social work, or education, including one year of supervisory, consultative or administrative experience; or graduation from a accredited four-year college or university and four years of experience in a community, business, or governmental program in health related fields, social work, or education, including one year of supervisory, consultative or administrative experience; or an equivalent combination of education and experience.