

County Program Director

NATURE OF WORK

This is directive/managerial work in serving as the Chief Executive Officer (CEO) of a Local Management Entity (LME) executing the powers and duties as defined in GS 122C-111. Employees direct other managers/supervisors, professional, technical and support staff in the delivery of agency services. The CEO is responsible for the management and oversight of the public system of mental health, developmental disabilities and substance abuse services at the community level. Work involves providing leadership and directing program development and implementation, establishing program standards and monitoring and evaluating quality of service delivery systems. Employees maintain direct involvement in: strategic planning, financial activities, conflict/complaint resolution, staffing and personnel issues and serve as the principle spokesperson for the agency. Employees are appointed by, report to and serve at the pleasure of the Board of County Commissioners.

KNOWLEDGES, SKILLS AND ABILITIES

General knowledge of senior management principles, techniques and practices including public relations, personnel administration and sound fiscal management. Thorough knowledge of the principles and practices of private and public mental health, developmental disabilities and/or substance abuse systems. Working knowledge of applicable Federal and State laws, rules and regulations including the North Carolina Mental Health Reform process. Ability to develop and maintain effective working relationships with the elected and appointed Area Board, other Federal, State and Local officials, provider agencies, and the general public.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

A Master's degree in Business, Hospital, or Public Administration or Human Services (or closely related field) and six years experience in a governmental and/or mental health/developmental disabilities/substance abuse setting with three of the years in an increasingly responsible supervisory position.

Note: Minimum training and experience requirements are in accordance with GS 122C-121(d).

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.