

MENTAL HEALTH ADMINISTRATOR**NATURE OF WORK IN THIS CLASS:**

Administers mental health programs of the Division of Research and Development of the Department of Mental Health and Substance Abuse Agency.

ILLUSTRATIVE EXAMPLES OF WORK:

(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Plans, develops, administers and coordinates mental health services and programs in the Division of Research and Development of the Department of Mental Health and Substance Abuse.

Collaborates with health professionals, community groups and the public in identifying mental health program needs, in determining the mental health care plan, in mobilizing appropriate community resources and in evaluating the mental health services given.

Establishes, develops and oversees implementation of policies, plans, programs and procedures for the Division.

Determines priorities and direction of the Division in accordance with pertinent laws, policies, available resources and health needs.

Oversees the financial management for the Division which includes identifying sources of federal funds to meet program needs and developing grant applications/proposals, preparing budget proposals, monitoring financial status of local and federal funding sources, and preparing necessary financial statements and reports.

Requests consultation and technical assistance and negotiates and monitors the terms of contracts and inter-agency agreements.

Provides consultation and professional expertise in appropriate areas of specialty.

Reviews and takes or recommends appropriate action concerning Division personnel.

Provides, reviews and comments on proposed legislations and recommends legislative changes to improve mental health services.

Assures that resources are available for the operation of the Division in accordance with program objective and action plans.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of public and mental health administration.

Ability to administer comprehensive mental health program services.

Ability to interpret, apply and make decisions in accordance with federal and local laws, regulations, policies and other program guidelines.

Ability to analyze and evaluate mental health program services and initiate or recommend changes necessary to enhance mental health care in the community.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Five (5) years of experience in mental health administration work, of which two years must have been in a supervisory and administrative capacity and graduation from a recognized college or university with a Master's Degree in public health, psychology, social work or related field; or
- (b) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

ESTABLISHED: January 1988

PAY RANGE: 52 (Option 1)
48 (Option 2)



NORMA J. AFLAGUE, Executive Director
Civil Service Commission

Date: 
