

DEPUTY DIRECTOR OF HEALTH AND HUMAN SERVICES

FUNCTION OF THE JOB

Under direction, to assist in the development, administration and direction of a comprehensive range of programs and services addressing mental health, public health, child welfare, elderly, disability, and long-term care services, veterans' services, and other social services for the County; to assist in overseeing the management of contracted services; to act on behalf of the Director of Health and Human Services in the Director's absence; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Assists the Director of Health and Human Services in the development and administration of the programs, activities, contracts and services provided and/or managed by the Department of Health and Human Services.
2. Provides direction and leadership to the department, in conjunction with the Director, by incorporating into department programs and policies directives reflecting changing trends and needs.
3. Develops and coordinates the direction of a comprehensive service plan in accordance with local, state, and federal legislative decisions and directives.
4. Directs the formulation and development of policy recommendations, forecasts, planning proposals, summaries, final reports, and proposed legislation for presentation to the County Executive, County Board, Health and Human Services Board, and Health and Human Services Committee.
5. Serves as the second step Hearing Officer for the Department on all grievances filed.
6. Directs the development of funding sources, proposals, ordinances and legislative responses.
7. Develops methods for the systematic review and evaluation of programs, services and other department related activities.
8. Assists Director in the preparation and administration of the operating and capital budget through review and approval of divisional budget requests.
9. Makes presentations, recommendations, and reports to the County Executive, County Board, and County Board Committees.
10. Directs managers in the development of administrative policy and procedures for the various divisions in the department.
11. Reviews and approves recommendations for promotional and disciplinary actions of the department.
12. Provides guidance and direction to managers on program development and implementation.
13. Collaborates with administrative staff from other counties to develop strategies in response to state initiatives and program development.
14. Acts as a representative on statewide advisory, planning and task force committees to advise state departments on policy development and implementation.
15. Acts as a representative of the department in public and media relations, responds to inquiries by the public and prepares press releases.
16. Reviews legislative initiatives and provides testimony regarding the impact of proposed changes to state legislative bodies.
17. Approves the selection and evaluation of medical, managerial, supervisory, professional, and support staff; provides guidance and direction on personnel issues of the staff.
18. Establishes and maintains effective working relationships with department staff, contracted agencies, elected officials, representatives of federal, state, and local government, community groups, service providers, and the public.
19. Assists the Director in developing and managing emergency preparedness plans and events, including chemical, biological, nuclear, radiological terrorism event, or natural disaster.

20. Acts as lead for Department of Health and Human Services Business Continuity.
21. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of service analysis and public relations.
2. Thorough knowledge of the modern principles and practices of business administration, including budgeting, planning, administration, management, supervision, and program evaluation.
3. Thorough knowledge of the role of health and human service programs and the objectives of a public agency providing these services.
4. Thorough knowledge of federal, state, and local laws, rules and regulations regarding the operation of a multi-faceted range of health and human services related programs and activities.
5. Comprehensive knowledge of confidentiality statutes and requirements, including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
6. Comprehensive knowledge of Emergency Government and Incident Command Structures and Protocols, including First Responder Roles and Responsibilities.
7. Considerable knowledge of laws, codes, and regulations pertaining to treatment programs.
8. Considerable knowledge of governmental grant procedures.
9. Working knowledge of computerized department program software, Internet access, and database, spreadsheet and word processing programs.
10. Ability to utilize electronic health record, word processing, database, and spreadsheet programs.
11. Ability to plan, coordinate, evaluate, direct, and supervise activities of a large organization and staff.
12. Ability to develop, interpret, and apply rules, directives, and policies and federal, state, and local laws, rules and regulations.
13. Ability to establish and maintain effective working relationships with department staff, contracted agencies, elected officials, representatives of federal, state, and local government, community groups, service providers, and the public.
14. Ability to communicate effectively both orally and in writing.
15. Ability to communicate internally and in public forums to promote the department's mission and objectives.
16. Ability to lead the department in responding to changing social and legislative trends.
17. Ability to evaluate and direct the development of programs for client services and referrals.
18. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in sociology, social work, psychology, rehabilitation, hospital administration, business or public administration, or a closely related field.
2. Five (5) years of responsible work experience in budgeting, planning, and program management in human services or a closely related field, three (3) years of which were in a supervisory capacity.
3. Graduation from a recognized college or university with a master's degree in sociology, social work, psychology, rehabilitation, hospital administration, business or public administration, or a closely related field will substitute for one (1) year of experience.
4. Valid Driver's License.