

ASSISTANT DIRECTOR OF HEALTH SERVICES

DEFINITION

Under administrative direction, assists the Director of Health Services in the overall management and administration of Health Department operations, programs, initiatives and projects, and develops, recommends, and implements policies and procedures. The Assistant Director of Health Services is responsible for planning, organizing, directing, coordinating, and evaluating the Health Administrative Services Bureau and other divisions of the Health Department; serves as the assistant department head and acts in the absence of the Director; and performs other duties as required

DISTINGUISHING CHARACTERISTICS

This is a single position class that functions as the assistant department head for the Health Department with broad authority to act on behalf of the Director of Health Services on all department matters including those related to behavioral health, public health, health clinics, emergency medical services, and environmental health. The incumbent assists the Director in ensuring that all department administrative and programmatic activities comply with applicable laws and regulations as well as the policies established by the County Administrator and Board of Supervisors. In addition, the incumbent is responsible for directly managing the Animal Services and Public Administrator/Public Guardian Divisions, as well as the Administration Bureau which includes, but is not limited to, finance and budget, contract management, facilities, information technology, and privacy/compliance.

This is an at will position and the incumbent is appointed by, and serves at the pleasure of, the appointing authority.

This class is distinguished from the class of Bureau Chief in that incumbents in the latter class serve as senior managers over specific single Health Department Bureau but are not designated or regularly assigned to act as the assistant department head and do not have broad authority over the entire department.

This class is distinguished from the next higher-level class of Director of Health Services in that the incumbent in the latter class is responsible for the overall administration, direction, management, and supervision of all bureaus, divisions, business units and sections of the Health Department.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Assists the Director of Health Services with planning, organizing and managing the functions and services of the Health Department, as well as strategizing and implementing solutions or paths forward across the organization consistent with the County's and Department's vision, mission and key business objectives; acts in the absence, unavailability or delegated authority of the Director and provides administrative direction to other senior managers on various Department matters as required
2. Directs and oversees department-wide administrative activities related to budget development and monitoring and other fiscal operations, contracts/agreements, facilities, information technology systems, privacy/compliance; and other business areas including operations and administration of County Animal Services and Public Administrator/Guardian/Conservator Divisions; develops, recommends and administers goals, objectives, standards, policies and procedures for assigned areas of responsibility in compliance with applicable laws, statutes and funding requirements

3. Represents the Department and Director as assigned to County management, executives, and officials, as well as external agents and the public; attends Board of Supervisors meetings; serves as Department liaison at the Board of Supervisor's Budget, Capital Improvement, and Health, Housing, and Human Service Committees; as well as various Board appointed commissions and committees (Animal Control Program Advisory Board), and community meetings to present and receive information and answer questions
4. Selects, assigns, directs and evaluates the performance of assigned subordinate management, supervisory and other personnel; establishes staff work standards and expectations; monitors work quality and productivity; directs and authorizes employee performance improvement and/or disciplinary measures as required
5. Works with the Director, County executive staff and others to coordinate and manage complex, high visibility projects including departmental facility acquisitions, leases, maintenance, repairs, and capital improvements; and information technology projects to support business operations which may require coordination and planning with other County departments
6. Directs and oversees the development, monitoring and enforcement of department-wide policies and procedures related to privacy and other legal compliance matters across multiple disciplines through the deployment of a Departmental Compliance Committee
7. Exercises effective verbal and written communication skills; interfaces and collaborates effectively at multiple levels; establishes and maintains liaison with professional groups and agencies on various governmental levels
8. Mediates differences between parties of competing interest and other stakeholders to gain concurrence and cooperation through discussion and persuasion
9. Exercises good judgment and makes sound business decisions
10. Performs other related duties as required

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Thorough knowledge of:

1. Principles and effective practices of public administration, including organizational planning, fiscal management, budgeting, personnel management, procurement, and staff supervision
2. Laws, regulations, principles, practices, methods and current trends related to the administration of county programs and operations
3. Principles and practices of organizational design and management analysis as needed to formulate and implement administrative policies
4. Principles and methods of fiscal management to include budget development and expenditure controls, public financing, revenues, grants, contract administration and rate setting

5. Principles and practices of program planning, development, monitoring and evaluation
6. Principles and practices of project management
7. Principles and methods of strategic planning
8. Research and analytical principles and methods
9. Principles and practices of public relations and customer service
10. Modern office automation technology and software relevant to resource management operations

Working knowledge of:

1. Laws, regulations, principles, practices, methods and current trends related to county health operations and programs

Skill and Ability to:

1. Assist with planning, assigning and directing the staff and activities of a complex county organization in a cost-effective manner while ensuring excellent customer service; plan, organize and direct diversified, multidisciplinary programs, projects, services and staff
2. Identify, address and apply strategic orientation, situational awareness, and organizational savvy to a broad range and variety of complex and/or sensitive issues and matters; develop new and creative solutions and programs; recommend the development and utilization of effective automated systems
3. Exercise a high level of independent action, decision making and analytical and critical thinking to evaluate complex problems and recommend appropriate solutions
4. Successfully build and maintain cooperative and effective working relationships and work closely with, and promote involvement of, County and department executives, diverse groups, stakeholders and individuals to identify and deliver services that meet their needs and the strategic vision, goals and objectives of the department
5. Formulate and present short- and long-range plans; Coordinate resources and decision making with other bureaus as required and work collaboratively with staff, other departments and various stakeholders to achieve successful outcomes
6. Provide appropriate and effective leadership and management of diverse staff teams, including subordinate managers; employ a variety of communication resources and approaches to affect positive outcomes and build rapport throughout the organization; establish customer service standards and measurements and focus on their delivery as a major goal to meet customer needs
7. Analyze, interpret and implement program mandates and work within federal, state or other types of regulatory systems
8. Appear before and/or conduct public meetings
9. Prepare and administer budgets and financial/statistical records

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Possess a valid California Class C driver license at the time of appointment and possess and maintain a satisfactory driving record or provide evidence of suitable transportation which is approved by the appointing authority
2. Be willing to travel within and outside the County of Monterey
3. Background investigation and fingerprinting is required
4. Availability to work a flexible schedule including evenings, weekends and/or out of town travel to County meetings

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way those requirements might be acquired is:

Education:

Possession of a bachelor’s degree from an accredited four-year college or university in public administration, business, accounting, finance, economics, health, social science or a related field. A master’s degree in public health; business administration; health administration or a related field is highly desirable

AND

Experience:

Five (5) years of progressively responsible management experience that included at least two years of senior level management experience over complex operations and/or programs, preferably in a health-related agency. Experience should have included fiscal planning and monitoring, budgeting, contract negotiations, project management, and supervision of management-level staff

CLASS HISTORY

Class Code: 12C05
 Established Date: October 2020
 Revised Date: (New)
 Former Title: (New)

CLASS DATA

Job Group: 01
 EEO Category: OA
 Work Comp. Code: 8810
 Bargaining/Employee Unit: Y
 FLSA: E

Prepared by: Janine Bentley, CPS HR Consulting

Approved by:

/s/ Irma Ramirez-Bough
 Director of Human Resources

October 9, 2020
 Date