

## COUNTY OF SOLANO

### ASSISTANT DIRECTOR OF HEALTH AND SOCIAL SERVICES - OPERATIONS

Est. 4/03  
CSC Exempt

#### DEFINITION

Under administrative direction of the Director of Health and Social Services, and within state and federal laws and regulations, plans, organizes, and directs the day-to-day administrative support operations of the Health and Social Services Department; serves as a member of the County's Executive Management team.

#### DISTINGUISHING CHARACTERISTICS

This single position class is characterized by the responsibility to assist the Director of Health and Social Services in the management of the day-to-day administrative operations in support of health, behavioral health and welfare services in Solano County through subordinate managers and staff and with particular emphasis on administration of budgets, personnel, contracts and fixed assets. This class is distinguished from the Director of Health and Social Services in that the latter is a department head with responsibility for administrative direction and management of all health and welfare services provided by the county. The class is distinguished from Assistant Director of Health and Social Services Research and Planning, by the latter's responsibility for program planning and evaluation.

#### EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

1. Plans, organizes and directs the day-to-day administrative support operations for the County's Health and Social Services Department; assists in establishing departmental policy, procedure, goals and objectives; assists in negotiating, recommending, monitoring and evaluating services provided to the community.
2. Assists the Director of Health and Social Services in managing all administrative services through subordinate managers and supervisors including personnel management; labor relations; fiscal management and control, contracted services and staff development.
3. Supervises and evaluates the performance of subordinate managers.
4. Develops the department's annual budget and capital improvements program; assists the division deputies and managers in assuring appropriate use and expenditure of public funds.

**EXAMPLES OF DUTIES (continued)**

5. May act on behalf of the Director of Health and Social Services and may act as a liaison with representatives of state, federal, and local agencies; facilitates inter-governmental relations.
6. Makes public presentations and performs other public relations activities on behalf of the Director of Health and Social Services; may perform duties of Assistant Director, Research and Planning, as necessary.
7. May convene or serve on management committees to investigate and resolve issues of administrative concern.

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

Progressively responsible management and administrative experience supplemented by training, education and/or additional experience in public administration including program planning/evaluation in a large and complex organization with some management experience in a health and human or social services department/agency; budgeting and supervision which demonstrates possession of and competency in requisite knowledge and abilities:

Four years of progressively responsible management and supervisory experience in a public agency (health or welfare services agency experience desirable) which included program planning and evaluation, general administration, budget management, personnel management and performance evaluation, policy development and providing human services.

And

A Bachelor's Degree, preferably in Business Administration, Public Administration, Social Work or Psychology, is required. A Master's Degree in Public Administration, Business Administration or closely related field is highly desirable.

**Knowledge/Abilities**

Considerable knowledge of the principles, practices, methods and current users affecting health and social services programs; program planning, evaluation and monitoring; principles and application of budget and fiscal management, generally accepted accounting principles (GAAP) and public funding, research methods and techniques; personnel management, supervision and training.



QUALIFICATION GUIDELINES (Continued)

**Thorough knowledge of** the social and economic problems affecting the delivery of health and social services; communication and conflict resolution; principles and practices of budgeting, supervision and administration of human services; principles and techniques of statistical and quantitative management analysis; public information and contract administration; intergovernmental relationships and regulations affecting human service delivery.

**Ability to plan,** organize and direct comprehensive health and social services programs. Understand, interpret and explain laws, regulations and policies governing health and social service programs and operations; develop goals and objectives; supervise and evaluate the performance of subordinate managers, and administrative staff; identify and analyze administrative problems and implement operational changes; present and direct in-service training programs; analyze problems and adopt an effective course of action; organize inter-departmental operations; assist in the preparation and justification of the department's budget. Establish and maintain cooperative working relationships; communicate effectively both verbally and in writing; coordinate and integrate program components in a cohesive and effective service delivery system; secure cooperation and teamwork among professionals and support staff.

SPECIAL REQUIREMENTS

Incumbents must be able to work in an environment which may include exposure to communicable diseases.

Possession of or ability to obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with mandatory child and elder abuse reporting, drug free workforce and confidentiality.

This position is exempt from provisions of the County Civil Service Ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.




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Department Head Date

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