Assistant Director of Administrative Services

Behavioral Health & Recovery Services

Apply by September 15, 2016

$81,910.40—$122,844.80 Annually

Oral examinations are tentatively scheduled for September 29, 2016.
THE COUNTY
Located in the heart of California’s fertile Central Valley, Stanislaus County is blessed with mild weather year round and some of the world’s richest soil. With a population of nearly 525,000, Stanislaus County is proud of its vibrant citizenry, great traditions, educational opportunities, and multicultural lifestyles. The area offers a mixture of urban, suburban, and rural environments and lifestyles. The economy is based primarily on agricultural production and related services, food processing and retail. California State University Stanislaus and Modesto Junior College are high educational institutions located in the County.

The area offers a variety of cultural events including the Gallo Center of Performing Arts and a Minor League baseball team. We are centrally located, with the San Francisco Bay Area, Silicon Valley, Sacramento and California’s Central Coast only a 90 minute drive from Modesto. To the East are the foothills of the Mother Lode country which lead to the majestic Sierra Nevada mountain range, Yosemite National Park and Lake Tahoe.

THE DEPARTMENT
BHRS provides integrated mental health services to adults and older adults with a serious mental illness and to children and youth with a serious emotional disturbance. BHRS also provides outpatient and residential alcohol and drug treatment and prevention services and serves as Stanislaus County’s Public Guardian. Our department services are provided in community-based locations throughout the County and include 80 County administered programs. We provide these services through a system of both community-based and County-operated services. BHRS has a strong emphasis on partnering with consumers and families, on providing culturally competent services and operates on a belief that individuals can and do recover from mental illness and alcohol and drug addiction.

In partnership with our community, BHRS’ mission is to provide and manage effective prevention and behavioral health services that promote the community’s capacity to achieve wellness, resilience, and recovery outcomes.

ABOUT THE POSITION
Under the executive direction of the Behavioral Health Director, the Assistant Director for Administrative Services is the chief fiscal officer for the Department and has leadership responsibility for administrative and fiscal services within the Department. Under the leadership of the Assistant Director for Administrative Services, the Administrative and Fiscal Services Division is responsible for budgeting and financial analysis for all Department programs, financial reporting associated with a county behavioral health organization; management reporting; accounts payable, accounts receivable and related functions; patient finance, claiming and benefits assistance; grant and contract administration; purchasing; safety and facilities management.
Stanislaus County is seeking an individual with strong leadership and team building skills and the ability to promote creative, progressive performance in staff. As a member of the Department’s Senior Leadership Team, the Assistant Director for Administrative Services will be expected to establish positive relationships with peers, work collaboratively to advance the organization's overarching goals of community integration and excellent customer service, and promote the organization's values of innovation, quality, and accountability in service delivery. The Assistant Director is responsible for efficient business processes, effective fiscal operations, and will consistently model financial integrity.

**TYPICAL DUTIES**

- In collaboration with the Behavioral Health Director and Department Budget Team, prepare annual budgets and quarterly budget updates;
- Develop, negotiate and monitor grant and contract activities;
- Represent the Department with various Federal and State funding and licensing agencies;
- Collaborate with other County Departments on administrative and fiscal matters;
- Collaborate with the Behavioral Health Director and other Leadership staff in planning and implementation of Department-wide program activities;
- Actively support the Department and County vision, mission and values;
- Provide leadership and consultation to staff;
- Implement quality improvement and customer satisfaction activities;
- Provide human resource leadership for the Administrative and Fiscal Services division including staffing, recruitments, performance evaluations, staff development, employee relations, safety management, recommendations for appointment and work scheduling;
- Provide extensive and timely financial data reports for Department Leadership staff, various boards, the County Auditor-Controller, Chief Executive Office, and State and Federal oversight authorities;
- Collaborate with State staff to implement regulations;
- Coordinate, develop, submit, and be the central contact for all Departmental Board of Supervisors agenda items;
- Perform special assignments requiring a high degree of technical knowledge; and
- Prepare specialized reports.

**SKILLS/ABILITY**

- Prepare, substantiate and monitor budgets;
- Develop, promote and operationalize methods and procedures related to fiscal and administrative service delivery and problem solving;
- Analyze legislation, interpret impacts, and develop programs and processes to implement new Federal, State and local requirements;
- Analyze administrative and operational problems and situations, reaching practical and logical conclusions and directing subsequent resolutions;
- Accept responsibility for the preparation of financial reports and ensure completion;
- Coordinate all budgetary, fiscal/accounting, contracts, and facility management of a large department;
- Plan, direct and coordinate all staff assignments;
- Motivate, coach and support staff engaged in a variety of activities;
- Exercise progressive leadership;
- Plan, organize and direct a diversified system of fiscal and administrative functions;
- Work effectively in emergency and stressful situations;
- Prepare and deliver comprehensive, articulate and effective presentations to large and small groups;
- Prepare and deliver comprehensive, articulate and effective written reports and correspondence, including budget narratives and agenda items for Board of Supervisors and other governing bodies, as well as the public;
- Speak effectively to large groups, organize and facilitate work-groups and committees;
- Utilize conflict resolution skills in a proactive, mentoring manner; and
- Work independently, as well as, harmoniously with departmental personnel.
**KNOWLEDGE**

- Governmental accounting principles, practices and procedures;
- Principles of management analysis and design;
- Computer systems and their application to accounting and reporting functions;
- System and procedures analysis;
- Fiscal reports completion requirements, i.e. time frames, legal compliance and reporting requirements;
- Public sector budget development and monitoring principles and practices;
- Legislation, policies, standards and regulatory requirements pertaining to behavioral health care (both Mental Health and Substance Use Disorders) administration;
- Legislation, policies, standards and regulatory requirements pertaining to medical and behavioral health billing and claiming;
- Principles of quality improvement and other management techniques that promote customer focus and staff participation in decision making;
- Current theory and practice of leadership and management techniques;
- Principles of program organization, administration and management;
- Public sector health care administration;
- Public behavioral health funding;
- Principles and methods of community behavioral health;
- Quality improvement experience and skills;
- Conflict resolution techniques and staff dynamics; and
- Multicultural skills, knowledge, and experience.

**EXPERIENCE AND EDUCATION**

**PATTERN I**

- Possession of a graduate degree in business or public administration, or related field; **AND**
- Three (3) years managerial experience with progressively increasing responsibility managing financial and/or administrative programs and staff.

**PATTERN II**

- Possession of a bachelor's degree in business or public administration, or related field; **AND**
- Four (4) years managerial experience with progressively increasing responsibility managing financial and/or administrative programs and staff.

Proof of education may be required for verification purposes after the eligible list has been established as part of the selection interview process. Proof of education (transcripts and/or degree) may be attached at the time of online application submission if available.

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the "duties" section of the online application.

**DESIRABLE QUALIFICATIONS**

- One (1) year of experience in the area of behavioral health, social services or a related field.

As part of the Mental Health Services Act, the Stanislaus County Behavioral Health & Recovery Services Department has a State-approved Workforce Education and Training Plan (WE&T Plan). This WE&T Plan also references the Welfare and Institutions Code Section 5820 - 5822 and provides that administrative structures are in place to support long-term workforce development that actively outreaches to support career pathways and also ensure barriers are reduced or eliminated for consumers, and family members who wish to enter the publicly-funded behavioral health workforce. Candidates with lived experience as a consumer or a family member of a consumer of behavioral health services are highly encouraged to apply.
CONVICTION/CRIMINAL HISTORY INFORMATION QUESTIONNAIRE

Once it is determined that you meet the minimum qualifications for this position, you will receive an email informing you to complete a conviction questionnaire (you may be asked to complete this process for each application submitted). You will have five (5) working days from the date on the email to follow the detailed instructions and complete the questionnaire. A completed conviction questionnaire is required to continue in the recruitment process.

CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Unclassified Service of the County and considered "at will" for labor relations purposes.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

APPLICATION PROCEDURES/FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a complete application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

TESTING ACCOMMODATIONS

Arrangements may be made to accommodate disabilities or religious convictions. Describe the special test arrangements you require in the "Additional Information" section of the application form.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this bulletin to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits any other information regarding this position may be found on Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum and Understandings, and such information prevails over information contained in this bulletin. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/Human Resources.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at http://www.stancounty.com/riskmgmt/ under “Disability Management.”