County of
Henrico
Virginia

Human Resources Department
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CLASS SPECIFICATION FOR
Director of MH/DS

GENERAL STATEMENT OF DUTIES: Plans and directs a comprehensive program of mental health, developmental services and substance abuse services in the counties of Henrico, Charles City and New Kent; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the planning, implementation, administration and evaluation of mental health, developmental services and substance abuse services.   Considerable coordination with federal, state and local agencies is required.   Independent decisions are made regarding the administrative and clinical management of services, while medical decisions are referred to consulting or staff physicians.   This position has a dual reporting responsibility to the Mental Health and Developmental Services Board for policy and to the County Manager through the Deputy County Manager for Community Services as provided for in Chapter 13, Articles 3 and 4 (more specifically Sections 15.1-634 and 15.1-637) of the Code of Virginia for implementation.

EXAMPLES OF WORK (illustrative only):

—Directs agency staff and programs;
—Assesses community need for mental health, developmental services and substance abuse services;
—Defines goals, objectives and establishes priorities, assuring continuity of care and minimization of duplication;
—Establishes and maintains effective operating policies and procedures;
—Conducts short- and long-range planning;
—Develops and submits an annual budget for operation of the services and administers the approved budget;
—Interprets and implements policies prescribed by Mental Health and Developmental Services Board, county, State and federal governments;
—Establishes contractual relationships with other organizations to carry out the work of the agency and Board;
—Maintains cooperative relationships with other public and private agencies and organizations;
—May conduct clinical evaluations and perform clinical practice;
—May provide program and case consultation to other community organizations and educational/preventive services;
—Attends meetings, seminars and conferences as required for professional and program development;
—Performs related work as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of community mental health, developmental services and substance abuse programming and services; extensive knowledge of the principles and methods of program administration, to include planning, organizing, directing, monitoring, evaluating and assessing community needs; extensive knowledge of personnel and fiscal management; considerable knowledge of inter-governmental and community relations, and of Community Services Board operations; considerable knowledge of mental health, developmental services and substance abuse program legislation and licensure certification processes; ability to successfully direct and supervise the work of large agency operations; ability to establish and maintain effective working relationships with clients, staff, service agencies, funding sources, governing bodies and the public; ability to effectively communicate, both orally and in writing; ability to exercise sound judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a master's degree in psychiatric social work, psychology, or a related field, and six (6) years of related experience, including three (3) years in a supervisory or administrative capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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> This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of <u>all</u> positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.