



HHS DEPUTY DIRECTOR – FISCAL OVERSIGHT AND SPECIAL OPERATIONS

DEFINITION: Under the direction of the Health and Human Services Director or designee, this position initiates, organizes, directs, and coordinates the design and development of fiscal operations and special operation programs that have department-wide impact including, but not limited to disaster/emergency response, innovations and grant management, and coordination of housing programs; ensures efficient and effective operations with appropriate internal controls; and guarantees fiscal fidelity in the provision of service delivery across Health and Human Service programs.

ESSENTIAL FUNCTIONS: Through HHS Director, recommends policies to, and carries out policies of the Inyo County Board of Supervisors. Plans, organizes and directs the financial operations of Health and Human Services. Provides direction and supervision to finance operations working with the lead manager to establish priorities; plans, schedules, and assigns work; instructs and trains in correct County finance methods and procedures; monitors work; and reviews and evaluates employee performance. Oversees HHS budget preparation including reviewing preliminary department budgets and compiling combined budget. Reviews and monitors adherence to budgets.

Directs, coordinates, and monitors the development of the Department's special operations programs, including development of plans, priorities, policies and procedures, reporting, and evaluation criteria; ensures department readiness for disaster and emergency response; ensures state and federal guidelines are followed as it relates to innovations and grant management, as well as housing related program activities across all divisions; takes a lead role in community coordination with the Continuum of Care and other assigned special program operations; assigns work activities to staff, projects and teams; performs critical and sensitive professional representation, facilitation, and negotiation tasks; monitors and evaluates work in progress and at completion to ensure compliance with program/project criteria.

Provides leadership to and participates in a variety of committees and task forces within and outside of the Health and Human Services Department in response to identified needs, special assignments, enhanced communications, and the overall and on-going commitment to team management and the provision of quality client services.

Performs related duties as assigned.

Ability to: On a continuous basis, analyze programmatic and technical reports; interpret and evaluate staff reports; understand applicable laws, regulations and codes; observe performance and evaluate staff; problem-solve department/division related issues; remember various rules; explain and interpret policy. Plan, organize, direct, coordinate and evaluate the activities of multi-disciplinary management, professional, technical, and clerical staff involved in complex and comprehensive program delivery; consider and respond appropriately to the needs, feelings

and capabilities of different people in different situations; be tactful, compassionate, sensitive and treat others with respect.

Develop and implement department/division policies, procedures and systems. Interpret and apply County policies, procedures, rules and regulations in an effective manner. Build consensus through collaboration; and cooperation from others to obtain information and accomplish goals. Successfully develop, control and monitor multiple programs and related expenditures within budgetary constraints. Analyze problems, identify alternative solutions, project results of proposed actions and implement recommendations in support of goals.

Communicate clearly and concisely, both orally and in writing, using appropriate grammar and paragraph structure, and including proficient use of computers to produce written documents, regularly communicate via e-mail, and navigate the Internet. Operate automated office equipment and systems used by the Department. Supervise, train and evaluate assigned personnel. Work with various cultural and ethnic groups in a tactful and effective manner. Plan, organize, and schedule priorities for self and others in an effective and timely manner. Exercise good judgment by making sound and well-informed decisions; perceive the implications of decisions; make effective and timely decisions. Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others. Establish and maintain effective working relationships with those contacted in the performance of assigned duties. Consistent attendance is an essential function of the position.

EMPLOYMENT STANDARDS

Education/Experience:

Path I: A bachelor's degree in administration or finance AND four (4) years of full-time supervisory or managerial experience in behavioral health or social service programs, or administrative and staff services work in areas such as personnel, administrative analysis, accounting, auditing, budgeting, or data processing in a public agency. Additional years of the required experience can substitute for the required education on a year-for-year basis.

Path II: A Master's Degree in Public or Business Administration or Finance, with one year working in the public sector providing fiscal and/or program supervision/management to health and human services programming.

Knowledge of: Knowledge of the principles and practices of public finance, budgeting and accounting, public administration, computerized financial information techniques, economic trend forecasting and analysis, special requirements pertaining to accounting for and investment of government funds, government auditing procedures, and the relevant federal and state laws, County ordinances, and departmental policies and procedures.

Typical Physical Requirements:

On a continuous basis, sit at a desk or in meetings for long periods of time; intermittently walk, stand and bend while going to/from other offices; lift and carry at least 25 pounds for at least 30 feet; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; climb and descend stairs; use telephone and write or use a keyboard to communicate through written means; hear sufficiently to communicate with clients and to understand actions in public meetings, hearings or administrative proceedings; ability to drive long distances alone.