



County of Inyo Director of Health and Human Services

DEFINITION

This is the top-level management position in the Department of Health and Human Services, appointed by the Board of Supervisors. This position determines policy, manages personnel, and budgets, develops programs and formulates operational objectives and is responsible to manage and direct a variety of major county programs with significant impact on community services. Responsibilities of this position demand comprehensive knowledge and expertise in the delivery of integrated health and human services, a high level of initiative, independent judgment, discretion, as well as strong management skills to develop, administer and direct the staff and departmental programs in cooperation with other County departments and agencies.

EXAMPLES OF DUTIES

The essential functions of this position include, but are not limited to, the following: formulate policies and procedures concerning activities of the department; establish and maintain goals, objectives, and plans for carrying out the functions of the department; advise appointive boards and commissions on long range planning where health and human services are concerned; implement improvements, determine and recommend plans for establishing new service programs or major changes in methods or levels of service delivery; make decisions regarding personnel issues such as selections, promotions, performance evaluations, disciplinary actions, and dismissals; implement appropriate programs where the impact of delivery for health and human services are concerned; supervise the preparation of the annual departmental budget; assure appropriate expenditure of public funds through efficient operating services; establish and maintain liaison with representatives of state, federal, and local agencies and commissions; direct the coordination of the department's programs, plans, and operations between the divisional managers and coordinate programs and administrative functions with other departments; ensure the dissemination of information about departmental operations to promote general knowledge of health and human services to the community; direct the preparation or evaluation of legislation affecting the operations of the department; make public presentations before the Board, professional

organizations, or public groups to provide information on departmental programs and goals; prepare regular and special reports and correspondence.

QUALIFICATIONS/EMPLOYMENT SANDARDS

Experience:

Five years of progressively responsible management and supervisory experience in a public or non-profit agency which included program planning and evaluation, budget management, personnel management, and policy development in at least two of the following program areas: health, mental health, pubic assistance, social services and/or substance abuse services.

Education:

Equivalent to graduation from an accredited college or university with major course work in health administration, business administration, public administration, social work or a closely related field. A Master's Degree in health, mental health, business, public administration, social work or a closely related field is preferred.

Special Requirements:

You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.