



CLASS SPECIFICATION

Class Code: 6000xxxx
Date Established: 01/2024
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: exempt
Probation: 12 months

BEHAVIORAL HEALTH ADMINISTRATOR

DEFINITION

Under administrative direction, plan, coordinate, and implement regional mental health programs, services, and initiatives for Washoe County; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in social work, public administration, business administration, psychology, or closely related field AND five years of full-time progressively responsible experience in a mental health, human services, clinical, or related field, to include two years of experience partnering with multiple external agencies to advance program deliverables and in a management and/or supervisory capacity; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage regional mental health System of Care for Washoe County through the development and implementation of mental health programs, services, and initiatives; develop and direct goals, objectives, policies, and procedures for mental health efforts.

Work with the County Manager, Board of County Commissioners, County Departments, various advisory boards and commissions, citizen groups, and County management to formulate policies and plans related to behavioral health and to implement the Sequential Intercept Model (SIM)

Develop legislative plan for funding; review and develop legislative initiatives; monitor and interpret changes in laws and regulations related to behavioral health.

Collaborate with County departments, various community providers, the State of Nevada, and other agencies to identify gaps in service, develop strategies for securing facilities and programs, and develop crisis services and crisis response across various systems.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Represent the department and the County in local and national forums; deliver presentations before various committees, legislative, regulatory and community groups; oversee the best interests of the County in negotiations with other entities to provide services or actions in support of the County.

Oversee the development and administration of the anticipated budget; direct the forecast of additional funds needed; approve expenditures; direct the preparation and implementation of budgetary adjustments.

Develop and review report findings and analytical studies, alternatives, and recommendations; direct the maintenance of accurate records and files; prepare and direct a variety of written correspondence, reports, procedures, and other written materials.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of mental health; incorporate new developments as appropriate.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Organizational structure of Washoe County government, departments, services, and functions.

Departmental/division policies and procedures.

Countywide personnel policies.

Federal, state, and local legislative processes.

Community trends, gaps in service, resources, and agencies related to mental health care.

Computer software and management information systems specific to the work of the department/division.

Ability to:

Plan, organize, and administer a comprehensive, regional mental health system of care.

Select, supervise, and evaluate the performance of assigned staff.

Understand the organization and operation of the County and of outside agencies as necessary to assume assigned responsibilities.

Interpret, apply, and explain complex federal, state and local laws related to areas of responsibility.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Mental health treatment program best practices and standards, to include evidence-based treatment and care models.

Principles and practices mental health program planning and evaluation.

Issues related to mental health among various population groups in the community.

Principles and practices of management, organization, supervision, and training.

Principles of budget preparation and generally accepted fiscal accounting.

Ability to:

Analyze information, project consequences of proposed actions, formulate alternative solutions and develop appropriate responses or recommendations.

Write comprehensive reports, summaries, and recommendations.

Develop and deliver effective verbal and written presentations to a variety of audiences.

Communicate effectively, both orally and in writing, with people of diverse backgrounds.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Effectively and professionally represent the assigned functions and programs to those contacted in the course of work including staff, management, elected officials, the public, community organizations and other agencies.

Establish, foster, and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to lift and carry objects weighing up to 25 lbs.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.