



**MONO COUNTY**  
**Date Revised: 07/2023**

**BARGAINING UNIT:** At-Will  
**Salary Range:** 24

**Health and Human Services Director  
(Public Administrator/Public Guardian/Public Conservator)**

**DEFINITION**

To plan, organize, direct, and review the activities and operations of the Health and Human Services Department, including Public Administrator/ Guardian/Conservator. Coordinate assigned activities with other Departments and outside agencies.

**DISTINGUISHING CHARACTERISTICS**

This is an executive management level single position class. The Health and Human Services Director is an at-will position. This position determines policy, manages personnel and budgets, develops programs and formulates operational objectives, and is responsible to manage and direct a variety of local, state, and federal programs with significant impact on community services. Within state legal requirements and broad County ordinances, policies, and procedural guidelines, the responsibilities of this position demand comprehensive knowledge and expertise in the delivery of health and human services, a high level of initiative, independent judgment, and discretion, as well as strong and effective management and leadership skills to develop, administer, and direct Department staff and programs. This position will work closely and in collaboration with other State, County, and non-county organizations.

The Public Administrator/Guardian/Conservator determines policy, manages personnel and budgets, develops programs, and formulates operational objectives and is responsible to manage and direct assigned programs. Within state legal requirements and County ordinances, policies, and procedural guidelines, responsibilities of this position require comprehensive knowledge of the management of the financial business of clients.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the County Administrative Officer.

Exercises direct supervision over Deputy Directors and other administrative personnel within the Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the represented duties below including but not limited to the following. (All duties may not be performed by all incumbents.) Other administrative duties may be assigned.

- Plan, organize, coordinate, and direct the programs, activities, and operations of the Department; formulate policies and procedures concerning activities of the Department; establish and maintain goals, objectives, and plans for carrying out the functions of the Department.
- Coordinate activities of the Department with those of other Departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

- Direct, oversee, and participate in the development of the Department's work plan for assigned functions; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Supervise, participate in and ensure the development and administration of Health and Human Services budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments, as appropriate.
- As Public Administrator, administer the estate of county residents who die without a will or family in Mono County; may include marshaling all assets, selling real or personal property, performing heir searches, and overseeing the distribution of the estate.
- As Public Guardian/Conservator, serve as conservator of a person and/or estate of individuals needing protective intervention.
- Directly, or through Department supervisory staff, select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Recruit, select, train, and evaluate direct reports within the Department and, through them, all Department staff.
- Advise the Board of Supervisors, County Administrative Officer, and/or appointive boards and commissions on long range planning where Department services are concerned; negotiate, recommend, monitor, and evaluate services provided to the community.
- Implement improvements, determine, and recommend plans for establishing new service programs or major changes in methods or levels of service delivery.
- Develop and implement plans and procedures to enhance revenue from State, Federal, fee, and other funding sources as appropriate.
- Review, evaluate, and make recommendations regarding changes in State laws and regulations that will have an impact on the delivery of community services and establish plans to implement appropriate programs; advise the CAO of specific plans, costs, and recommendations for programs.
- Analyze and evaluate program results as related to objectives and policy guidelines; review program funding needs, formulate budget guidelines, and control program activities within budgetary limits or policies.
- Manage the preparation of annual Department budgets; justify fund requests and staff allocations; ensure that budget is administered within Board of Supervisors approved expenditure and revenue levels.
- Establish and maintain liaison with representatives of State, Federal, and local agencies, and associations and commissions.
- Make public presentations before the Board of Supervisors, professional organizations, or public groups to provide information on Departmental programs and goals.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education and Experience**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Six years of increasingly responsible experience in social services or public health, including two years of significant administrative managerial experience working in a large public agency.

**Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in Public Administration, Public Health, Social Work, or a related field.

Candidates that possess a Master's degree or Doctorate may qualify at a higher Range.

**Licenses and Certifications**

Certification by the Association for Public Administrators, Guardians and Conservators working within California is legally required.

Possession of, or ability to obtain, a California driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Principles and practices of Health and Human Services to include: rules, regulations, State and Federal program policies, and procedures.
- Principles and techniques of organization, administrative management, budget preparation, and fiscal control.
- Principles and practices of personnel administration, effective management, supervision, and training.
- Principles and procedures associated with hiring, evaluating, training, and disciplining employees.
- Organizational and management practices as applied to analysis and evaluation of programs, policies, and operational needs.
- Governmental codes, laws, rules, and regulations, legislative process, and practices and policies relating to health and social services programs.
- Communication and conflict resolution.
- Public information and contract administration.
- Intergovernmental relationships and regulations affecting community service delivery.

**Ability to:**

- Plan, direct, interpret, and evaluate the administration and operations of the Health and Human Services Department.
- Analyze complex administrative and regulatory problems, evaluate alternatives and adopt effective courses of action.
- Select, orient, supervise, and evaluate subordinate Departmental personnel.
- Plan, direct, and coordinate the work of others; develop and provide effective training.
- Establish and execute Department policies and procedures.
- Develop and implement short and long-range Department goals and objectives.
- Administer a budget.

- Analyze situations accurately and take effective action.
- Prepare and present clear and concise correspondence, reports, and recommendations.
- Communicate effectively both verbally and in writing.
- Work cooperatively with other employees.
- Establish and maintain cooperative working relationships with staff, other Departments and agencies, the private sector, and the public.
- Use standard office computers for word processing and spreadsheets.

### **ADDITIONAL REQUIREMENTS**

Travel within and outside of Mono County may be required for meetings and training.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.