

ADMINISTRATIVE DIVISION CHIEF

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional, supervisory and administrative position involving responsibility for planning, developing, organizing, implementing and coordinating support services for the Department of Mental Hygiene. This division provides support services such as clerical staffing, billing, contract administration, personnel administration, physical maintenance of buildings and grounds, and inventory control. Incumbents in this position handle the overall management and administration of the Division of Support Services, which consists of several units, including, but not limited to, billing, purchasing, personnel, clerical, buildings and grounds. Incumbents may, at the request of the Commissioner, assume duties outside the scope of the division and act as his/her representative. General supervision is exercised over the unit leaders of the division who then carry out the day-to-day operation of the programs. General direction is received from the Commissioner of Mental Hygiene.

TYPICAL WORK ACTIVITIES:

1. Assesses the need for and develops support services for the Department of Mental Hygiene;
2. Monitors and evaluates existing programs and services to determine cost effectiveness and maximum efficiency;
3. Supervises the patient billing and collection functions, and monitors compliance with the fee setting system;
4. Supervises professional and support staff within the division;
5. Attends the Department's Executive Council meetings, exchanging information and ideas with other division representatives, office representatives and coordinators;
6. Supervises recruitment and placement programs and employee relations within Civil Service Law and County policy;
7. Reviews all purchasing requests for orders up to \$1,000, verifying vouchers for accuracy and signing for final authorization;
8. Supervises the overall operation of the Department's purchasing, inventory control and distribution of supplies;
9. Supervises the preparation and processing of contracts and leases for the Department;
10. Manages the operations, maintenance and security of all Department of Mental Hygiene facilities, buildings and equipment (leased or County owned);
11. Supervises the maintenance of an effective safety program compliant with federal, state, local and JCAHO safety standards for staff and facilities;
12. Intervenes in disciplinary and contract issues and resolves them or refers them to the appropriate authority;
13. Collects data and prepares reports for the Department and various state agencies;
14. May serve on a variety of committees providing information and seeking input to improve the delivery of services provided by the Department;
15. May at the request of the Commissioner represent the Department at various legislative and community meetings;
16. Does related work as required.

ADMINISTRATIVE DIVISION CHIEF (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of public administration; thorough knowledge of business and personnel management; good knowledge of the principles and practices of budgeting; good knowledge of the principles and practices of supervision; working knowledge of modern therapeutic methods, theories and practices of modern social case work; working knowledge of building management and maintenance; ability to organize work reports of staff workers and make sound decisions based on such reports; ability to communicate effectively both orally and in writing; ability to work effectively with people at all levels within the department and the community; ability to interpret and administer contracts; good judgement; initiative; resourcefulness; patience; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Possession of a Master's degree in business administration, public administration, health or mental health administration, hospital administration or a closely related field PLUS three years post-graduate experience working in a health, mental health or human service agency, two years of which must have been in an administrative or supervisory position;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree PLUS four years of post-graduate experience working in a health, mental health or human service agency, two years of which must have been in an administrative or supervisory position;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: A Doctorate degree in business administration, public administration, health or mental health administration, hospital administration or a closely related field may be substituted for up to one year of the experience listed above, but may not be substituted for the administrative or supervisory experience.

MH0101

ADOPTED: 05/31/74 (Administrative Officer)

REVISED: 12/28/81

 09/14/83

 06/19/85

 02/04/92

 12/11/92