

ADMINISTRATIVE OFFICER (Community Mental Health)

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for maintaining efficient and economical administration of a community mental health facility. The work is under the direction of the Director of Community Mental Health Services and in accordance with policies outlined by the Mental Health Board. Wide latitude is permitted for the exercise of independent judgement in planning, developing, directing, and coordinating support services and functions of the facility. Supervision is exercised over subordinate employees. An Administrative Officer does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises recruitment, placement, and employee relations;
- Supervises maintenance of internal accounts and the preparation of payrolls;
- Reviews budget requests, supervises the analysis of such requests, prepares recommendations and justifications, participates in budget hearings;
- Directs continuing and special studies of the organization and its operations;
- Promulgates policy and procedural manuals and guidelines;
- Controls expense accounts and purchases;
- Supervises mail and supply operations, reproduction work, and the maintenance and operation of general and office files;
- Supervises the procurement of office premises, equipment, travel authorizations and steno services;
- Maintains liaison and represents the agency in contacts with other local agencies, state departments, and Federal Government;
- Administers contracts with vendors to ensure full compliance with the terms of the contract, including necessary reports, delivery of services, equipment, supplies, etc.;
- Develops and implements an effective community relations program to insure support and understanding from the community.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern principles and practices of public administration; good knowledge of institution business and personnel management practices; good knowledge of governmental accounting principles and practices; good knowledge of methods used in keeping financial accounts and records; working knowledge of modern principles and practices of social work; ability to plan, coordinate, and supervise a wide variety of mental health activities; demonstrated ability to organize and supervise the work of others; ability to prepare complex written and oral reports clearly and concisely; ingenuity and resourcefulness in solving administrative problems; determined interest in maintaining a high standard of professional ethics; superior judgement; emotional stability; firmness; patience; tact and courtesy; good address; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's degree and either:

- A.) * A Master's degree in hospital administration, health care administration, public administration, business administration, or accounting and two (2) years of responsible administrative experience in the health care field;

OR

- B.) A Bachelor's degree in public administration, business administration, accounting, or health-related field and four (4) years of responsible administrative experience in the health care field;

OR

- C.) An equivalent combination of training and experience as indicated in (A) or (B) above.

* In those instances where the master's degree *required* two years of study (60 semester hours), only one year of responsible administrative experience in a health or mental health facility is required.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 4/29/03