

## MENTAL HEALTH PROGRAM ADMINISTRATOR I

### CLASS CONCEPT

This class recognizes responsibility for program management and supervision of programs which are more complex, and which involve research, design, and implementation of major initiatives of the agency, supporting programs crossing a full range of mental health/developmental disabilities/substance abuse services on a state wide basis, for both operated services and local management entities. Work in this class involves planning, directing and evaluating programmatic and related administrative functions based on assessment of administrative requirements and consideration of legislative mandates. Employees in this class represent the agency in their assigned area in developing and maintaining effective working relationships with other state agencies, service providers, stakeholder groups, legislative committees, and various advisory councils. Employees supervise the development, interpretation and implementation of program standards, goals and objectives, provide input to agency management on policy and service delivery issues, and insure that operations are consistent with the Division's overall mission. Employees provide consultation and supervision to subordinate management staff in the compilation of programmatic data required for the identification of long-range planning objectives and goals, review the input of subordinate staff in budget matters and evaluate the budgetary needs of the program or specialized service area. Employees set priorities and deadlines addressing service delivery structure needs. Work in this class requires more advanced clinical knowledge and expertise, as well as administrative or management experience.

### RECRUITMENT STANDARDS:

#### Knowledge, Skills, and Abilities

Considerable knowledge of the delivery systems and issues pertaining to individuals challenged by mental illness, developmental disabilities and substance abuse.

Considerable knowledge of clinical and non-clinical support strategies.

Significant knowledge of the Medicaid program, the overall health care delivery systems and clinical care settings.

Knowledge of national trends and policy initiatives on the federal level that can impact the North Carolina service delivery system.

General understanding of the policies, procedures and funding mechanisms of the state and federal programs that govern mental health, developmental disabilities and substance abuse services.

Ability to communicate effectively orally and in writing with agency staff and representatives from other state agencies, service providers, stakeholder groups, legislative committees, and various advisory councils.

Ability to develop educational and training materials.

Ability to analyze data, evaluate programs and develop reports.

Leadership, planning, budgeting, management and organizational skills.

#### Minimum Training and Experience Requirements

Master's degree in a human services field from an appropriately accredited institution and four years of experience in the area of assignment, including two years in a supervisory or consultative capacity; or a bachelor's degree in a human services field from an appropriately accredited institution and six years of experience in the area of assignment, including two years in a supervisory or consultative capacity; or an equivalent combination of education and experience.

#### Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.