



UNIT DIRECTOR

FUNCTIONAL DEFINITION:

This is administrative work directing one of the mandated services for the mentally disabled. This employee has controlling responsibility for the development and administration of the service's functional responsibility. He/She works with guidance from a professional or administrative superior and in accordance with functional precedents, practices and policies. Work is complex requiring analytical thinking; contact is with colleagues and officials of other health and welfare agencies.

EXAMPLES OF WORK PERFORMED:

- Directs the service related to the efficient operation of the Unit
- Confers with department heads and staff representatives regarding standards, policies and procedures in the administrative and service areas of the Unit
- Responsible for the recruitment and utilization of personnel
- Responsible for preparation of any fiscal reports and other administrative reports necessary for the operation of the Unit
- Develops overall unit program plan in conjunction with the County MH/MR Program
- Responsible for study and continuous review and evaluation of the unit program, standards and needs
- Performs related work as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of office practices, procedures and equipment
- Knowledge of related theories, principles and techniques of the service provided
- Knowledge of other related community agencies
- Ability to gather, assemble, correlate and analyze facts and devise solution to administrative problems
- Ability to comprehend program goals, objectives and operations
- Ability to develop, install and evaluate administrative policies and procedures
- Ability to establish and maintain effective working relationships with the public
- Ability to express ideas clearly and concisely, orally and in writing

QUALIFICATIONS REQUIRED:

Two years of experience in varied office management or staff work; and a Bachelor's degree; or any equivalent combination of experience or training.