



COUNTY OF GLENN

Deputy Director of Health and Human Services BEHAVIORAL HEALTH DIRECTOR

Annual Salary

\$107,307.20—\$130,457.60

The County of Glenn is seeking a Behavioral Health Director who is a strategic, collaborative, decisive, and confident leader with effective communication skills and broad experience in all areas of Behavioral Health. The ideal candidate will possess expertise in the management and development of staff, with strong skills in the areas of programs, operations, and budgeting. The selected candidate will be expected to be creative, innovative, and proactive while coordinating assigned activities with other departments and outside agencies. He/she will supervise and review the operations of the Behavioral Health Services Department including mental health and substance use disorder services.

DISTINGUISHING CHARACTERISTICS

This is a single position that reports to the Director of Health and Human Services Agency. The predominant focus of the Behavioral Health Director includes management, planning and coordination of the operations and activities of the Behavioral Health Department. May act as agency director in the HHSA Director's absence. The incumbent exercises discretion in applying general goal and policy statements and in resolving organizational and service delivery problems. The BH Director develops and implements department goals, objectives, policies and priorities, and ensures that assigned activities are completed in a timely and efficient manner consistent with local, state and federal defined policies and regulations.

BENEFITS

- 13 paid holidays per year and an additional twenty-four hours of holiday leave.
- 80 hours of annual leave per year.
- 88 hours per year vacation during first two years of services; 128 hours per year years 3 through 12; 168 hours during years 13 through 19; and 208 hours per year after 20 full years of service.
- 96 hours per year of paid sick leave.
- 40 hours bereavement leave.
- The County pays a portion of the CalPERS medical insurance premium for employees.
- The County offers vision and dental insurance for employees.
- The County coordinates with EDD SDI for short-term disability insurance.



EXAMPLES OF DUTIES

- ◆ Directs the development and maintenance of policies and procedures and ensures adequate controls and reporting systems are established and maintained for the effective administration and implementation of services;
- ◆ Develops, plans and implements goals and objectives for department programs; recommends and administers department policies and procedures.
- ◆ Coordinates division activities with those of other departments and outside agencies and organizations.
- ◆ Directs, oversees and participates in the development of the agency's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- ◆ Participates in the development and administration of the agency budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.
- ◆ Selects, trains, motivates and evaluates the work of agency personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.
- ◆ Allocates fiscal, personnel and inventory resources for program/project implementation.
- ◆ Negotiates, develops and monitors contracts with clinical providers.
- ◆ Develops and implements systems that promote an organizational culture of learning, quality improvement, accountability and trauma informed work;
- ◆ Administers the County mental health plan.
- ◆ Oversees implementation of the department's quality improvement plan.
- ◆ Responds to and resolves difficult, sensitive and/or problematic citizen, client or community complaints or inquiries.
- ◆ Participates in the preparation and administration of grants. Monitors new legislation and regulations to ensure the department is in compliance with grant requirements.
- ◆ Acts as the Alcohol and Drug Administrator.

KNOWLEDGE OF: Principles and practices of Behavioral Health administration and management necessary to plan, organize, direct, manage and evaluate administrative policies;

Principles and practices of program development, management and evaluation, including research methodologies and performance improvement approaches, in a comprehensive behavioral health services delivery system;

Current developments in behavioral health services, including emerging practices, best practices and evidence-based practices;

Federal, State and local laws, regulations, codes and policies governing behavioral health care delivery organizations;

Federal and state audits and annual reviews for behavioral health care delivery organizations;

Principles of governmental organization, administration, public financing and budgeting;

Principles and practices of personnel management, training and supervision; and community organization and consultation.

ABILITY TO: Evaluate, develop, implement, interpret and ensure compliance with objectives, goals, policies, and procedures in order to meet quality standards for services and to satisfy all applicable laws, codes and regulations;

Analyze, organize and utilize data for decision-making, system design and program development, design and evaluation;

Establish and maintain effective working relationships with the staff, behavioral health community, consumer, family and community groups, partners and stakeholder groups;

Effectively communicate orally and in writing with diverse audiences, including departmental staff, Health and Hospital System partners, County agencies, community partners, stakeholder groups, local and state officials, and the general public;

Assist in the preparation, implementation, and tracking of a comprehensive budget for the Department and monitor and control expenditures; and

Effectively represent as the Director of Behavioral Health Services with the CAO, Board of Supervisors, other County agencies, contract community-based organizations and other community partners.

EXPERIENCE AND TRAINING GUIDELINES:

Education and Experience:

Experience: Five years of increasingly responsible experience in mental health and substance use treatment, including two years in an administrative or supervisory capacity.

Training: Master's degree in health, hospital or public administration pursuant to CCR Title 9 section 620.

License & Special Requirements:

Requires a valid California driver's license.

Possession of an appropriate, valid California license as a Licensed Clinical Social Worker, Licensed Marriage and Family Therapist, Medical Doctor, Psychologist, nurse or other acceptable license pursuant to the California Code of Regulations, Title 9, Section 620.



Applications will be accepted until: **December 10, 2021**
at 5:00 p.m.

A complete application packet MUST include:

- A **Glenn County Employment Application**
- **Résumé** · **Cover Letter** · **Transcripts**

A complete job description and application may be obtained from and are to be returned to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. Sycamore Street

Willows, CA 95988

Telephone (530) 934-6451 – Fax (530) 934-6452

TDD – No Voice (530) 934-6444

Website: www.countyofglenn.net

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

THE COUNTY OF GLENN IS AN EQUAL OPPORTUNITY EMPLOYER.

WE ENCOURAGE MINORITIES, WOMEN AND DISABLED INDIVIDUALS TO APPLY. IN ADDITION, BI-LINGUAL (SPANISH, HMONG, LAOTIAN) INDIVIDUALS ARE ENCOURAGED TO APPLY.

WE ARE COMMITTED TO PROVIDING REASONABLE ACCOMMODATION TO APPLICANTS. QUALIFIED INDIVIDUALS WITH DISABILITIES WHO NEED A REASONABLE ACCOMMODATION DURING THE APPLICATION OR SELECTION PROCESS SHOULD CONTACT THE PERSONNEL DEPARTMENT

GLENN COUNTY



Glenn County was incorporated on March 5, 1891. The County seat, Willows was created March 11, 1891. Glenn County was developed out of the northern portion of Colusa County and named for Dr. Hugh J. Glenn, who was the largest wheat farmer in the state during his lifetime and a man of great prominence in the political and commercial life in California.

Glenn County is located in the northern central valley of California, approximately 75 miles north of Sacramento and 110 miles northeast of the San Francisco Bay Area. It is comprised of approximately 1,315 square miles and is bounded on the east by Butte County; the north by Tehama County; and the west by Mendocino County and on the south by Colusa County. With over 1188 farms and ranches, agriculture remains to be a primary source of Glenn County's economy. The 2020 gross production of agricultural commodities was valued at over 700 million dollars. Major commodities include rice, almonds, prunes, walnuts, corn, alfalfa hay, milk products, cattle, sheep, and apiary products.

Glenn County offers unlimited recreational opportunities including hiking, camping, fishing, golfing, waterfowl, and game hunting. The Sacramento River extends along the eastern boundary in a north-south direction and is one of the largest salmon. Glenn County has 933.41 miles of maintained roads. Of those, approximately 30 miles are within the City of Willows and 41 miles in the City of Orland.

There are three State highways and one interstate route which run through Glenn County: Interstate 5 and State Highways 162, 45, and 32. The County owns and maintains approximately 30 buildings and has about 331 acres of vacant land. Additionally, the County owns and operates two general aviation airports and a Class III solid-waste facility and transfer station.

The cities of Orland and Willows are the only two incorporated cities within Glenn County. These cities contain approximately one-half of the County population. There are several smaller unincorporated communities throughout the County (Hamilton City, Ord Bend, Artois, Elk Creek, Butte City, Bayliss, Afton, Codora, and Glenn).

There are approximately 475 full-time equivalent employees and a total annual budget of over \$174 million dollars. The County is governed by a five member Board of Supervisors, who each represent a district based on an equal representation of the County's population. Members of the Board of Supervisors serve as the legislative body for Glenn County and provide policy direction for all branches of County government including the County Administrative Officer. Each Board member is elected by the voters in their district to a four year term.

