

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1119

**TITLE:** EXECUTIVE DIRECTOR, FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD

**GRADE:** E-13

**DEFINITION:**

Subject to the policies, guidelines, and supervision of the Community Services Board, and under the administrative direction of the County Executive via the Deputy County Executive, plans, organizes, and directs the Mental Health, Mental Retardation and Substance Abuse Programs of the Fairfax-Falls Church Community Services Board; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

**ILLUSTRATIVE DUTIES:**

Provides overall leadership and professional direction to a large-scale health care system providing behavioral health (mental health, mental retardation, and substance abuse) and developmental disability services for persons of all ages;

Leads system which serves as single point of entry and discharge planning for publicly funded services including State mental retardation facilities and psychiatric hospitals;

Manages fiscal, physical, and human resources of the agency;

Monitors revenues continuously and adjusts expenditures to remain within budget;

Maintains a system to collect fees from Medicaid, Medicare, numerous private insurance companies and HMOs as well as direct client payments;

Serves as appointing authority for positions within agency, with full responsibility for hiring, promotion, separation, discipline, and grievances;

Negotiates and manages service-related contracts;

Serves as chief staff person to Board of Directors, operating under the Administrative Policy Board model in Virginia;

Ensures that agency carries out the functions specified in the Code of Virginia and the State Performance Contract for a Community Services Board;

Serves as chief liaison to elected and appointed officials at the state level and with three local jurisdictions (Fairfax County, Cities of Fairfax and Falls Church);

Develops strategic and operational plans of both a short- and long-term nature;

Builds and maintains network of relationships with other public and private agencies, consumers, and family members, as well as numerous advocacy and professional organizations;

Ensures that the agency is in full compliance with all licensure requirements and other standards associated with provision of health care;

Ensures that mechanisms are in place to promote a high standard of quality throughout the system of public and private providers;

Participates in various planning, coordinating, and advocacy functions at the state, regional, and local level.

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the principles of public administration, organization, management, finance and planning and ability to apply these principles in the implementation of a mental health, mental retardation, substance abuse and youth service programs of broad scope and complexity;

Thorough knowledge of the research, development, implementation and evaluation of mental health, mental retardation, substance abuse program, and related health care services;

Knowledge of local, state and federal human service agencies and their interface with the work of CSB programs;

Ability to work cooperatively with persons with varying perspectives and diverse cultural backgrounds;

Ability to establish and maintain effective working relationships with other governmental units and agencies, voluntary groups and citizen organizations.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to the following:

Master's degree in public administration or a related program area (e.g., Mental Health, Mental Retardation or Substance Abuse) PLUS

Five years of responsible administrative experience in the delivery of mental health, mental retardation, substance abuse or related human services.

**NECESSARY SPECIAL REQUIREMENTS:**

Contingent upon area of assignment, some positions within this class will require a National Provider Identifier.

EXEMPT CODE CHANGE:	June 2009
REVISED:	January 2, 2007
REGRADED:	July 1, 2005
REVISED:	September 24, 2002
ESTABLISHED:	January 26, 1981