

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

**CLASS CODE:** 1126

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

**GRADE:** S-36

**DEFINITION:**

Under policy and administrative direction, provides clinical leadership of community-based services for a public behavioral health delivery system which serves the community of Fairfax County and the cities of Fairfax and Falls Church; oversees delivery of community-based services for residents who experience mental illness, substance use disorder and intellectual and developmental disability; provides leadership for service development, planning, implementation and evaluation, as well as workforce development; directly supervises program directors managing the delivery of evidence-based services; accountable for ensuring quality services which meet state and federal requirements and which are provided in a fiscally and clinically sound manner; supervises the work of agency division managers; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Not applicable.

**ILLUSTRATIVE DUTIES:**

Under the policy and administrative direction of the Executive Director of the Fairfax-Falls Church Community Services Board (CSB) responsible for the planning, supervision, and coordination of mental health, intellectual disability, and alcohol and drug services/programs in the Fairfax-Falls Church area;

Establishes goals, objectives and priorities for the program areas, and evaluates the programs' effectiveness in meeting them;

Provides oversight of clinical service delivery at the systems level. Provides direct supervision and guidance to the program Directors managing the delivery of evidence-based services.

Ensures a continuum of services for persons of all ages in need of the specialized services of the CSB;

Ensures that programs comply with Federal, State and County laws and regulations;

In the director's absence represents the CSB on the Human Services Senior Management Team;

Plans services in the context of the overall human services system, ensures development and implementation of public-private partnerships to meet the needs of the citizens for mental health, intellectual disability, and alcohol and drug services, and oversees contractual services;

Working with the Office of Human Services Administration, ensures the integration of intake, service delivery, and information systems development;

Collaborates with the Executive Director and the Director of Enterprise Services in the development of the agency's budget and contributes vital data and expertise regarding critical needs, funding strategies and opportunities;

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Works in concert with the HR Manager to examine and anticipate workforce needs and responds with a detailed plan and strategy, utilizing the county's workforce planning process in concert with DHR, DAHS, and the Department of Management and Budget;  
Responsible for implementation and refinement of the performance management system for CSB staff and oversight of recruitment and retention of a qualified workforce;  
Evaluates the effectiveness of service components, and develops and revises services, policies and procedures in response to the needs of clients and family members;  
Represents and acts for the Executive Director in contacts with the public, the CSB governing board, the Board of Supervisors, Federal, State and local groups/officials, and private-sector organizations.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the current treatment/care philosophies and programs in the fields of mental health, intellectual disability, and substance use disorder;  
Knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis), and the ability to apply them in overseeing a variety of mental health, intellectual disability, and alcohol and drug services;  
Knowledge of Federal, State, and County laws and regulations affecting mental health, intellectual disability, and alcohol and drug services, and the ability to interpret and apply them correctly;  
Knowledge of Federal, State, and local human services agencies and the services they provide;  
Skill in solving problems and resolving conflicts;  
Ability to leverage County resources by developing partnerships internal and external to the County;  
Ability to analyze data and draw sound conclusions;  
Ability to develop and implement departmental goals and objectives;  
Ability to effectively coordinate and implement departmental changes;  
Ability to effectively manage, train and motivate employees;  
Ability to plan, direct and coordinate the work of a large staff;  
Ability to develop leadership in others through coaching and mentoring;  
Ability to delegate effectively;  
Ability to manage a large span of control;  
Ability to communicate clearly and concisely, orally and in writing;  
Ability to develop and maintain effective working relationships with subordinates, coworkers, County officials, public and private sector organizations, community groups, and the public.

**EMPLOYMENT STANDARDS:**

Graduation from an accredited college or university with a master's degree in psychology, psychiatry, nursing, clinical social work, or counseling; plus seven years of increasingly responsible managerial and administrative experience in a large behavioral health system in the field of mental health, intellectual disability, or alcohol and drug programs and working with governing/advisory boards.

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**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Criminal background record check and a credit check; TB screening upon hire and annually thereafter; National Provider Identifier.

REVISED:	March 4, 2013
REVISED	February 7, 2013
REVISED:	August 24, 2010
RETITLED:	July 8, 2009
REGRADE:	July 1, 2007
REVISED:	January 2, 2007
ESTABLISHED:	May 16, 1994