

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3603

TITLE: ASSISTANT DEPUTY DIRECTOR, FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD (CSB)

GRADE: S-35

DEFINITION:

Subject to the review and approval of the Fairfax-Falls Church CSB through its Executive Director, to lead, plan, organize, develop, direct and oversee a comprehensive system of directly-operated and contractual services in one of the CSB's two major divisions: Emergency and Community Treatment Services, including assessment, referral, emergency and crisis services, acute care, residential treatment and youth and family services, and Community Living Services including intensive case management/support coordination, community and contractual residential, supported residential, employment and day, and forensic transition/intensive community treatment.

TYPICAL TASKS:

Leads, plans, organizes, develops, directs and monitors a comprehensive system of services supporting individuals with either/or co-occurring serious mental illness, substance use disorders, intellectual disability, youth with or at risk of serious emotional disturbance, and infants and toddlers with or at risk of developmental delays;

Provides leadership and direct supervision to service directors, consulting with senior CSB leadership and other County agency staff as needed or required to provide effective oversight and to address and resolve complex or difficult professional, managerial, personnel, or administrative problems;

Ensures goals, objectives and priorities are established and implemented for assigned service areas in support of CSB and County strategic plan and initiatives;

Ensure systems of accountability are established and implemented to manage service utilization, evaluate service efficiency and effectiveness, and budgetary compliance;

Provides direction and support in developing requests for proposals for consultant services and in negotiating contracts for services to be provided by affiliated agencies;

Facilitates effective collaborative relationships between and among CSB Board members, state and locally elected officials, other Community Services Boards, County and state human service agencies, private sector programs and professionals, and community groups and agencies;

Monitors service areas' adherence to all applicable CSB, Federal, state and local regulations, procedures and policies, revenue collection and maximization, and budgetary guidance;

Serves as the CSB's primary staff liaison and resource for specific populations (intellectual disability, serious mental illness, substance use disorders), specific non-County funded services or programs, and/or specific legislation or public policies, keeping CSB leadership informed of important developments and changes which impact service delivery, program stability, or revenue maximization;

Serves as a primary staff support to any of the CSB Board's committees or workgroups as directed, through attendance at scheduled public meetings, making informal and formal

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presentations, providing orientation, education and on-going information, and producing written reports and analyses as needed/requested:

As directed serves as the CSB's principal contact with state, regional and local agencies (e.g., Virginia Department of Behavioral Health and Developmental Services (DBHDS), and the Virginia Department of Medical Assistance Services (DMAS) on matters relating to disability specific programs, regulations and/or the CSB's performance contract with the state; s. As directed, participates as a member of the Regional CSB Executive Directors Forum and the Virginia Association of Community Services Boards (VACSB) representing the CSB on various councils, committees or initiatives;

As directed, represents the CSB as principal population specific or program specific staff, providing information to the news media, developing public informational and educational materials, and making presentations to various community groups and organizations; Meets with groups to identify areas of mutual need and develop cooperative working agreements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge and experience in the fields of behavioral health and intellectual/developmental disabilities, community-based treatment and services, evidenced-based practice and principles of person-centered and recovery best practices;

Thorough knowledge of the principles and practices of public administration, personnel management, and program evaluation and analyses;

Ability to synthesize the long-range plans of the individual service areas in a systems-wide approach that is comprehensive, realistic, and attainable;

Ability to effectively lead, motivate and supervise others;

Ability to understand and monitor budgets within allocated resources and to project or forecasts financial needs of program initiatives and expansions;

Ability to elicit collaboration and cooperation among disparate groups and individuals of varying philosophies;

Ability to establish and maintain effective working relationships with other governmental units and agencies, private provider agencies, citizen and advocacy organizations, and the community;

Ability to communicate clearly, concisely, and effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to a Master's degree from an accredited college or university in a field related to behavioral health or intellectual/developmental disability services, plus five years of increasingly responsible experience working in behavioral health or intellectual/developmental disability services, some of which should be at a community level, should include two years of supervisory responsibility over subordinate professionals and two years of administrative responsibilities involving program planning duties. Professional registration or certification, infields where this is established, is preferred.

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NECESSARY SPECIAL REQUIREMENTS:

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

RETITLED:	August 29, 2013
RETITLED:	July 8, 2009
REGRADED:	July 1, 2007
REVISED:	January 2, 2007
REVISED:	June 23, 1986
REVISED:	March 22, 1982