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

**CLASS CODE:** 3651 **TITLE:** MENTAL HEALTH DIVISION DIRECTOR **GRADE:** S-31

**DEFINITION:**
Under administrative direction, administers a major mental health service area, and performs related work as required.

**DISTINGUISHING CHARACTERSTICS OF THE CLASS:**
The Mental Health Division Director differs from the Mental Health Manager in that the Mental Health Division Director administers a major mental health service area, whereas the Mental Health Manager administers a direct service therapeutic program(s) within a major service area or functions as a second-level administrator of an agency-wide support function.

**ILLUSTRATIVE DUTIES:**
Plans, administers, directs and implements various programs of the assigned service area;
Assures integration of program functions across similar program areas within the Mental Health system;
Provides consultation to the leadership of the Community Services Board;
Provides liaison with county, regional, and state agencies; governing boards; and advisory committees;
Develops cooperative relationships with community groups and agencies;
Establishes policies and procedures to enhance treatment effectiveness and efficiency;
Disseminates, clarifies, and interprets policies and procedures;
Conducts mental health program utilization and quality reviews;
Assures programs meet all agency and state goals and objectives, as well as compliance with all applicable licensing and funding mandates, standards, and regulations;
Develops and monitors budget for the assigned service area;
Authorizes and reviews program expenditures, identifies potential budget shortfalls, and writes consideration item proposals as requested for program expansion and enhancement;
Evaluates programs to ensure effective and efficient service delivery and develops plans to address identified gaps in services;
Oversees clinical services for quality and effectiveness;
Provides clinical consultation and organizational guidance for high-risk cases;
Supervises and directs the administrative support functions at an assigned facility.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**
Extensive knowledge of the principles, theories, and methods of the psychological and social development of the individual;
Thorough knowledge of intake procedures and interviewing techniques;
Knowledge of current treatment/care philosophies and programs in the field of mental health;
Knowledge of psychiatric, psychological and/or sociological terminology and concepts;
Knowledge of federal, state, and local human services agencies and the services they provide;

Knowledge of principles and practices of public administration, including personnel, budgeting, accounting, and management analysis, and ability to apply them in overseeing a variety of services;
Skill in solving problems and resolving conflicts;
Ability to develop and implement departmental goals and objectives;
Ability to interpret the impact of physical and psychotropic medication on clients;
Ability to compile and analyze data and draw sound conclusions;
Ability to develop and evaluate programs;
Ability to manage the work of a large staff through subordinate supervisors;
Ability to develop and maintain effective working relationships with subordinates, co-workers, county officials, public and private sector organizations, community groups and the general public;
Ability to communicate effectively, both orally and in writing.

**EMPLOYMENT STANDARDS:**
Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited college or university with a master's degree in psychology, social work, nursing or a related field; PLUS
Six years of related clinical and administrative experience; OR
Graduation from an accredited college or university with a doctoral degree in psychology, social work, or a related field; PLUS
Three years of related clinical and administrative experience.

**CERTIFICATES AND LICENSES:**
None required.

**NECESSARY SPECIAL REQUIREMENTS:**
Criminal background record check;
TB screening upon hire and annually thereafter.

| | |
|---|---|
| REGRADED: | July 8, 2006 |
| REISSUED WITHOUT CHANGE: | July 18, 2000 |
| REVISED: | June 26, 2000 |
| ESTABLISHED: | May 23, 2000 |