



## Salt Lake County Job Description

### Associate Division Director – Behavioral Health

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**DEPARTMENT:** Human Services

**DIVISION:** Behavioral Health/2250

**JOB CODE:** 053 **GRADE:** 017

**FLSA STATUS:** Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 10/10/2013

**SAFETY SENSITIVE:** No

#### **JOB SUMMARY**

In conjunction with the Division Director guides the overall direction, growth, budget, and culture of the division. Manages division programs, personnel and initiatives. Leads the strategic planning process of programs to meet goals and objectives. Represents and advocates for program needs and funding at the federal, state and county levels. Researches and remains current on industry practices, updates division leadership, and through a collaborative process assists with developing, promoting and communicating sound policy and programming.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Business, Public Administration, or other closely related field, plus six (6) years of related experience, of which two (2) years must have been supervisory or administrative; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory experience.

Preference may be given to applicants having experience in substance use disorder and/or mental health treatment.

A valid Driver's License issued by the State of Utah is required.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Assists in the overall leadership of the division by providing input in the areas of planning, staffing, program development, budgeting and total division operation (approximately an \$86 million treatment system).
- Assists with and implements strategic initiatives and goals for the division.
- Keeps the Division Director apprised of the organizational climate, identifies problems, either actual or anticipated and provides consultative assistance.
- Oversees, directs, and provides continuous oversight for the development and operation of assigned programs.
- Evaluates the allocation of division staffing resources and makes recommendations for effective and efficient service delivery.
- Assists with monitoring and managing the division's budget.

- Manages, directs, and coordinates activities through managers and supervisors, which includes hiring, firing, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline.
- Assists with the development of, makes recommendations and implements policies and procedures necessary to the effective management and operation of the Division.
- Ensures compliance with policies, procedures, laws and regulations.
- Establishes and maintains effective working relationships with internal and external stakeholders.
- Supports alternatives to incarceration (ATI) efforts, thereby minimizing expenses to county programs & budgets while enhancing residents' safety and quality of life by researching current trends, assisting with the implementation of new programs, supporting ongoing efforts and preparing supportive materials to effectively communicate the need and efficacy of these programs.
- Remains abreast of and informs division leadership of proposed legislation and advocates for program needs and funding at the federal, state and county levels by attending appropriate state legislative and stakeholder meetings.
- Assists the Division Director in responding to county council, mayoral, and state legislative requests and analysis.
- Organizes program tours for legislators, legislative counsel and fiscal analysts, interested parties from other states, and other interested parties.
- Analyzes impacts of Medicaid waivers to programming, provides public comment to the Department of Health as needed, and updates to local, state and national parties.
- Assists Division Director in facilitating close collaboration with and between contracted Salt Lake County Behavioral Health providers.

## **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

### **Knowledge of:**

- Program management
- Staff development
- Organizational development
- Budget preparation and management
- Strategic planning
- Project development
- Mentoring and coaching
- Mental health and substance abuse treatment theory and practice
- Federal Confidentiality Regulations
- Substance Use Disorder Treatment Continuum in Salt Lake County
- Statistical analysis
- Community organization, public and media relations
- Grant writing
- State and National legislative groups and practices

- Public speaking

**Skills and Abilities to:**

- Work with computer software related to job specific duties
- Manage the financial aspects of the division
- Resolve conflict effectively
- Communicate effectively both verbally and in writing
- Analyze and solve problems
- Supervise effectively
- Establish and maintain appropriate working/supervision relationships
- Act independently
- Develop, interpret, and administer policies and procedures
- Relate effectively with individuals and groups from varied backgrounds
- Analyze and make sound judgments and decisions from quantitative data and deductive reasoning
- Effectively apply general principles to specific conditions
- Develop program and training material
- Perform effectively in stressful situations

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work duties are typically performed in a general office setting. Travels to locations throughout the County.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 11/14/2017 CCR