

LANCASTER COUNTY  
MENTAL HEALTH DEPUTY ADMINISTRATOR

NATURE OF WORK

This is responsible work assisting the Mental Health Administrator in performing the duties of his office.

Work involves responsibility for keeping up to date on all activities involving the Mental Health Administrator's office, changes in and additions to state and federal laws and regulations as they pertain to the administration of mental health centers and acting as liaison between program directors, clinicians, clients and the Administrator. Duties include assisting the Mental Health Administrator in developing new income producing markets; supervising the fiscal administration of the Mental Health Center; and researching projects as assigned by the Mental Health Administrator. Primary duties will be to relieve the Mental Health Administrator of as much detail and routine administration matters as possible, and to act for the Mental Health Administrator during his/her absence. Supervision is received by the Mental Health Administrator with work being reviewed in the form of reports submitted and the effectiveness of results achieved.

EXAMPLES OF WORK PERFORMED

Keep the Mental Health Administrator advised on educational projects, clinical programs, and other actions being undertaken by the Mental Health Center.

Assist the Mental Health Administrator in developing new income producing markets in order to increase third-party reimbursements and reduce the necessity of public fund requirements.

Represent the Mental Health Administrator in internal administrative and fiscal areas, contacts with public officials, and private human service providers when so assigned.

Interpret administrative planning pertaining to financing, organization, and operation; and recommend improvements to the Mental Health Administrator and the Lancaster County Board.

Supervise the fiscal affairs of the Mental Health Center and direct first, second, and third party reimbursement activities.

Assist the Mental Health Administrator and Mental Health Program Managers with the installation of new programs, systems, procedures, and methods of operation; and assist in the preparation of instruction manuals.

Assist in the preparation of various public and administrative reports.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of principles, practices, and problems of business/health administration.

Considerable knowledge of research techniques, methods and procedures.

Considerable knowledge of marketing techniques and ability to implement income producing programs.

Knowledge of modern office management principles, practices and equipment.

Knowledge of modern procedures and techniques used in accounting and fiscal operations.

Knowledge of the principles and practices of budget formation and administration.

Ability to analyze administrative and fiscal matters and to prepare reports to the Administrator.

Ability to establish and maintain effective working relationships with employees, county officials, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in business administration, public administration, accounting, or related field supplemented by a Master's Degree in business administration, hospital administration, human services administration, or related field and considerable experience directly involving the fiscal administration of a human service agency.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in business administration, public administration, accounting, or related field and considerable experience directly involving the fiscal administration of a human service agency or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

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