



## **COMPONENT SERVICE DIRECTOR**

### **FUNCTIONAL DEFINITION:**

This is administrative work directing the operation of more than one unit of the same kind of mandated service (e.g. Rehabilitative and Training Services or the director of a Base Service Unit which also provides treatment services). This employee has controlling responsibility for the development and administration of the services functional responsibility. He works with guidance from a professional or administrative superior and in accordance with functional precedents, practices and policies. Work is complex requiring analytical thinking. Contact is with colleagues, officials of other health and welfare agencies, the County MH/MR office and the public.

### **EXAMPLES OF WORK PERFORMED:**

- Directs the services related to the efficient operation of the Component Service Units
- Confers with unit heads and staff representatives regarding standards, policies and procedures in the care and treatment of the mentally disabled
- Provides leadership and direction to all professional and technical staff in regard to program planning and implementation of the Component Service program
- Responsible for analysis and presentation of any fiscal reports and other related reports necessary for the operation of the Component Service program
- Develops overall component service program plan in conjunction with the County MH/MR Program
- Responsible for study and continuous review and evaluation of the program standards and needs
- Performs related work as required

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of related theories, principles and techniques of the service provided
- Thorough knowledge of administrative work related to the basic service provided
- Knowledge of community program and other related agencies
- Knowledge of the principles of supervision
- Ability to direct or instruct supervisors or other staff members in objectives, policies and procedures set forth by MH/MR Program
- Ability to prepare clear, concise reports and communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with clients, associates and other agency personnel
- Ability to plan, organize and direct the work of a staff of Component Service workers

### **QUALIFICATIONS REQUIRED:**

Two years of related experience; and a Bachelor's degree; or any equivalent combination of experience or training.