



MONO COUNTY
Date Revised: 10/2023

BARGAINING UNIT: At-Will
Salary Range: 14

HEALTH AND HUMAN SERVICES

Adult Services Manager

DEFINITION

Under administrative direction, to plan, organize, and manage the Adult Services Programs of the Health and Human Services Department, to act for the Deputy Director of Health and Human Services, when delegated; and perform related work as required. The Adult Services Manager is an at-will position.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Deputy Director of Health and Human Services. The Adult Services Manager provides direction to one or more subordinate levels of supervision and other assigned staff, including Social Worker Supervisor for Adult Services. Works closely with the Health and Human Services-Children's Services Manager and provides back up as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties shall include, but are not limited to, the following.

- Provides management and supervision of adult services programs to include Adult Protective Services, In-Home Supportive Services, Senior Services, and Division administrative functions within the Health and Human Services Department.
- Serves as subject matter expert in the delivery of adult and senior services programs with a high level of initiative, independent judgment, and discretion, as well as strong and effective management and leadership skills.
- Serves as Deputy Public Guardian/Administrator for the conservatorship of individuals needing protective intervention and in the administration of the estate of county residents who die intestate; keeps current with related program practice methodology and issues.
- Keeps current with best practices and emerging issues, policies and regulations in adult and senior services and provides professional social work consultation to staff.
- Selects, trains, evaluates and disciplines subordinate staff.
- Develops policies and procedures for the administration of departmental programs. Interprets Federal and State laws affecting the total assigned program.
- Performs analysis and prepares detailed written reports of findings pertaining to the quality and efficiency of services provided by the program.
- Oversees continuous quality improvement by analyzing local data, preparing detailed written reports for the State and local Board of Supervisors, engaging in case reviews, and monitoring system improvement plans progress.
- Represents the Department at community organizations, public gatherings and meetings.
- Actively participates as a member of the Department executive team and participates in strategic planning, policy development, and legislative analysis.



- Provides Deputy Director and fiscal staff with input to the preparation of annual Division budgets; justifies fund requests and staff allocations; ensures that budget is administered within Division approved expenditure and revenue levels, as requested by the Deputy Director.
- Establishes and maintains liaison with representatives of State, Federal, and local agencies, and associations and commissions and confers with State and Federal agencies regarding policy and operational matters.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, state and local adult social services programs and supporting legislation.
- Public Guardian/Administrator programs and functions.
- Principles and practices of basic supervision and management, employee development and public relations.
- Public funding, budget preparation.
- Employee development goals and practices.
- Community needs and resources.
- Knowledge of children's (child welfare) services is a benefit to this position for the purposes of coverage and supporting other programs within the Department.

Ability to:

- Plan, organize, direct, coordinate and evaluate the activities of multi-disciplinary management, professional, and clerical staff involved in complex and comprehensive programs.
- Interpret rules and regulations.
- Analyze situations accurately and adopt an effective course of action; speak and write effectively.
- Make oral and written presentations clearly and concisely.
- Enlist the cooperation of and work effectively with community organizations, government agencies and others.
- Work effectively with county board of supervisors.
- Establish goals and objectives and follow through on their attainment.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Cover on-call after-hour shifts as needed.
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MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:



Four (4) years of full-time progressively responsible professional experience working in a public Adult Protective and or Public Guardian Services program, including one (1) year in a management or supervisory capacity.

A master's degree in social work or a related field from an accredited college or university is highly desirable.

License or Certificate:

Possession of, or ability to obtain, a California driver's license.

Certification by the California Association for Public Administrators, Guardians and Conservators working within California is legally required.

Disaster Service Workers: All Mono County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and / or County.

Additional Requirements:

Travel, including driving, within and outside of Mono County will be required for meetings and training.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel and drive to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside/mountain weather conditions. The noise level in the work environment is usually quiet.