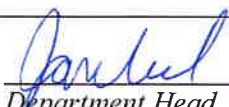


**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Stepping Up Manager		PAY GRADE:	
DEPARTMENT: Health and Human Services		FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
REPORTS TO: Department Director		LEAD: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
BARGAINING UNIT: N/A		SUPERVISOR: <input type="checkbox"/> Yes <input type="checkbox"/> No	
APPROVED: <u></u> Department Head		<u>6/4/21</u> Date	
<u>Deborah Weir</u> Human Resources Director		<u>6/7/2021</u> Date	

I. PURPOSE SUMMARY.

Under the general supervision of the department director, manages and oversees operations of County's Stepping Up Initiative and all associated programs, with the goal of improving the mental health crisis response system and reducing the number of people with mental illness who are incarcerated. Maintains administrative and managerial responsibility for the Initiative's development, operation, budget, and sustainability.

II. ESSENTIAL DUTIES.

A. Development and Planning

1. Develops an operational plan for implementing the Stepping Up Initiative, including outcomes, outputs, and resources.
2. Develops a framework for how the Initiative intersects with internal and external systems/programs to accomplish goals.
3. Guides related project schedules, timelines, and priorities, identifies resources and develops sequential order of project priorities.
4. Develops and provides input toward department and Initiative goals, objectives, future endeavors, and pilot projects.
5. Contributes to policy development, and responsible for policy implementation and compliance related to the Initiative.
6. Works in conjunction with the department director, division managers, and other stakeholders to align activities, priorities, and organizational needs with the Initiative.
7. Provides guidance in the development of data collection methodology and instruments, and identifies appropriate study designs, data sources, and data management systems to be used in the analysis of the collected information.
8. Participates in and conducts local and national training related to the Initiative and the intersection between behavioral health and criminal justice.
9. Collaborates with stakeholders, partners, other governmental organizations and non-profits to implement and monitor innovative service delivery efforts in support of the Initiative.

B. Operations and Implementation

1. Works with internal and external stakeholders to execute the operational plan.

2. Evaluates operations and activities; recommends improvements and modifications; prepares various reports on operations and activities; and recommends improvements in workflow, and procedures.
3. Assists in developing and justifying operating budgets; reviews and monitors and authorizes budget expenditures; and forecasts future revenues and expenditures.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
5. Reviews and evaluates work products, methods and procedures and recommends modifications to programs, policies and procedures.
6. Coordinates the establishment of performance goals with programmatic teams to align individual work plans with the Initiative's operational plan and department's strategic plan.

C. Sustainability

1. Develops a sustainably plan for the Initiative and other projects that support the improvement of the mental health crisis response system and reduce the number of people with mental illness who are incarcerated.
2. Produces cost benefit analysis of the Initiative's impact on the behavior health and criminal justice systems.
3. Identifies potential resources to sustain the Initiative and related programs.
4. Prepares technical and narrative reports to promote and solicit funds for the Initiative.

III. ADDITIONAL DUTIES.

Performs other duties as assigned.

IV. QUALIFICATIONS.

A. Education. Bachelors Degree in Public Administration, Social Services, Public or Community Health, Family and Consumer Science, Criminal Justice or related field is required.

B. Experience. Five (5) years of related experience in project management, administration, or program planning monitoring and evaluation. Three (3) years of experience with team coordination and/or project management.

C. Education/Experience substitution. In accordance with County policy, one year of education/experience may be substituted one for the other on a year-for-year basis.

D. Licenses/Certifications.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass background check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of health and human service and criminal justice programs and systems. Must understand principles and practices of mental health delivery and criminal justice settings. Must have knowledge of program planning, implementing, and evaluating. Must have knowledge of border population, and health disparities in the border region. Must be knowledgeable in data collection and analysis, reporting, trend analysis, and policy development. Must have a fundamental knowledge of financial management, grant administration, and human resources.

Must have excellent computer skills including MS Office Suite. Must have excellent verbal and written communication skills to direct projects, contractors and staff; facilitate meetings and make presentations; and to develop and maintain cooperative working relationships with stakeholders and staff.

Must have leadership capabilities that include conflict resolution, staff development, and motivational skills. Must have the ability to adapt to changing needs and priorities as circumstances dictate or as directed; and to facilitate meetings, and develop and maintain cooperative working relationships with stakeholders and staff.

2. **FREEDOM TO ACT.** The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is review only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected.

3. **GUIDELINES AND JUDGMENT.** Guidelines are broadly stated and nonspecific, e.g. broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently the employee is recognized as a technical authority in the development and interpretation of guideline.

4. **PHYSICAL DEMANDS.**
The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile.

5. **WORK ENVIRONMENT.**
The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

6. **SUPERVISORY RESPONSIBILITY.**
Leads the work of various divisions/staff including planning and implementing work for which programs and objectives are not clearly defined and the organizational structure is not fully established. Has the authority to set a series of annual, multiyear, or similar long-range goals and objectives; ensure implementation of goals and objectives; prioritize goals and objectives; recommend the best approach for utilizing fiscal and other resources; and advise high-level program officials on decisions related to broad staffing, budgetary, policy, or regulatory matters affecting the overall program.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee _____
Date

