

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities: activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville and Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

BENEFITS: Mono County provides generous benefits, including 2.7% @ 55 PERS, medical, dental, vision and 401 deferred compensation.

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands 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. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

**MENTAL HEALTH
DIRECTOR AND ALCOHOL/DRUG
ADMINISTRATOR**

FINAL FILING DATE:

Final Filing Date: Open Until Filled

SALARY:

\$7,792 – \$9,130 DOQ

At-Will Contract

Equal Employment Opportunity Employer

THE POSITION

Under general direction, to plan, organize, develop, and direct the functions, services, and programs of the Mental Health Division's Adult & Child Services unit which includes Alcohol and Drug Services; to be responsible for the development and evaluation of programs and services; to serve as a spokesperson for assigned units; to establish assigned unit policies and goals within the general policies and goals of the Mental Health Division; to serve as a liaison with community, regional, or State agencies on Adult & Child services issues.

This is a single position program management classification responsible for the supervision and coordination of Services programs, functions, and services in the Mental Health and Alcohol/Drug Divisions of Mono County.

- Manages, directs, and oversees the Adult & Child Services unit of Mental Health Division
- Manages, directs and oversees the Alcohol and Drug Services Program.
- Develops, administers, and evaluates MH and AOD programs and treatment
- Assists with recruitment, staffing and selection of personnel; supervises, trains and schedules staff
- Establishes clinical treatment procedures and processes
- Provides leadership, clinical supervision, and consultation to staff in the resolution of difficult questions concerning client problems
- Conducts program evaluations; develops policies and procedures; monitors financial reports; provides training and education for community organizations
- Serves as liaison with community groups, and State and local agencies

- Analyzes unit operations and makes recommendations regarding the effectiveness of service

QUALIFICATIONS

Knowledge of:

- Thorough knowledge of psychological and social aspects and characteristics of emotional disturbances, mental illness and addiction
- Modern methods of assessing, treating, and counseling persons with mental health problems
- Federal, State and local laws, regulations, policies and standards pertaining to County Mental Health and Alcohol/Drug Programs, especially those pertaining to an individual's legal rights
- Methods and techniques for conducting psychological and social assessments
- Principles and methods of individual and group counseling
- Human behavior and development
- Available community resources for Mental Health services
- Problems and needs of the seriously mentally ill and alcoholics/addicts
- Basic knowledge of medications and psychotropic drugs used in mental health treatments

Ability to:

- Plan, organize, develop, and manage programs and services including building/monitoring complex budgets with multiple funding streams
- Supervise, train, evaluate and motivate assigned professional and support staff
- Perform a variety of direct mental health assessment and therapeutic services
- Communicate effectively both orally and in writing
- Communicate effectively with people from diverse ethnic and socioeconomic backgrounds
- Explain complex and technical terminology and concepts
- Direct the establishment and maintenance of a variety of personal, medical, and administrative records, clinical documentation

Minimum Requirements: Completion of Master's degree in psychology, social work, counseling or nursing or closely related fields from an accredited college or university.

Possession of a license as a Psychologist, Clinical Social Worker, Psychiatric Nurse or Marriage and Family Counselor is required as is three years post licensure experience. Two additional years of managerial level administrative experience in public mental health programs are also required.
Possession of valid California Driver's license.

THE EXAM PROCESS

PHASE 1: The exam process includes an application, resume, and supplemental questionnaire. Please limit yourself to one single-spaced typed page per question below.

1. Please describe your experience working in publically funded mental health programs. Include your job duties and responsibilities, number of staff supervised, and include at least one outcome you are particularly proud of.
2. Please describe your experience building and monitoring budgets. Discuss the primary funding mechanisms for public mental health and AOD programs in California.
3. Please discuss the recovery model as it applies to Mental Health and to AOD.
4. Please discuss the background and impact of the Mental Health Services Act.

PHASE 2: The exam process will include not only an interview, but also a review and practical demonstration of the required knowledge and abilities as stated on the application.

Photo: © Greg Newbry

