



Trinity County Employment Opportunity

DEPARTMENT OF BEHAVIORAL HEALTH

MHSA COORDINATOR I
\$5,321.81 - \$6,468.69 / Monthly

This is a full time, benefitted position
Applications will be accepted until the position has been filled.

MHSA COORDINATOR I

Definition:

Under general direction, to perform administrative, staff development, fiscal and/or program analytical work. Incumbents gather, tabulate, analyze and chart data. Interview and consult with departmental officials, employees and others to give and receive information. Prepare reports and make recommendations on procedures, policies, and program/functional area issues and alternatives. Review and analyze proposed legislation and advise management on the potential impact. Make recommendations in financial, personnel and other administrative systems of average to difficult complexity and prepare correspondence.

Qualifications:

Knowledge of:

General public and business administration principles and practices. Governmental functions and organization. Principles and practices of the functional areas applicable to the assigned options. Principles and practices of leadership. Principles, methods, and techniques of community organization and development, program planning and design, grant writing, budget development and program evaluation. Theories, principles, goals and objectives of public social services. Laws, rules, and regulations governing assigned program areas. History and regulations specific to the Mental Health Services Act.

Ability to:

Gather and analyze data. Identify problems and central issues. Reason logically and critically. Perform, analyze and document research. Research legislative issues and read and understand legislation. Read

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NOTE: All candidates meeting the minimum qualifications established for this position may not be invited to an oral interview. In the event a large number of candidates qualify, those individuals with experience which most closely meets the needs of the County will be invited for an interview.

WAIVER: The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. Trinity County assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice. Wages, hours and other terms and conditions of employment are subject to the Memorandum of Understanding currently in effect for the appropriate unit of representation.

PERS ANNUITANTS: Retirees of PERS are welcome to apply, if selected for the position they would be required to reinstate to employment.

Ability to (continued):

and interpret operating procedures and regulations. Recommend and implement changes/improvements. Speak and write effectively using proper English. Establish and maintain effective working relationships. Work independently and accept increasing responsibility. Provide leadership over task forces and/or less experienced staff. Analyze policies, procedures and programs and make effective recommendations. Principles and practices of employee training and development. Adult learning processes. Variety of training programs for employee development. Effective communication, facilitation methods, and aids used for training programs and presentations. Plan, coordinate and implement training programs. Speak effectively and convey ideas clearly while facilitating group discussions and training sessions. Principles, methods and techniques of community organization and development, program planning and design, grant writing, budget development and program evaluation. Theories, principles, goals and objectives of public social services. Laws, rules, and regulations governing assigned program areas. Apply social service planning principles and techniques to problems and issues. Build coalitions among groups with differing needs and objectives. Plan and evaluate social service programs. Work with advanced computer skills to update websites and manage e-Learning Programs.

Training and Experience:

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

One (1) year of experience equivalent to providing case management linkage or brokerage to clients in a public behavioral health system; OR Two (2) years of experience equivalent to providing analysis in a private industry setting that demonstrates an understanding for priority goal setting, receiving stakeholder input, plan and program development, and adhering to governmental regulations and directives; OR A Bachelor's Degree from an accredited college or university.

Note: Full supervisory experience or analytical experience performing either general administrative, personnel, fiscal, staff development or program analysis work (depending upon the option recruited for) may substitute for up to two years of the required education on a year-for-year basis.

Special Requirements:

Possession of, or ability to obtain, a valid California Driver's License.

Typical Physical Requirements:

Sit for extended periods. Frequently stand and walk. Normal manual dexterity and eye-hand coordination. Lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication. Use of office equipment, including computer, telephone, calculator, copiers, and FAX.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST.

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