GENERAL SUMMARY
The Behavioral Health Manager is responsible for overseeing and implementing behavioral health programs which serve the citizens of the county. This position serves as a member of the management team.

SERIES CONCEPT
None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES
Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Develop program plans, objectives, and strategies. Determine appropriate implementation and monitor progress. Identify opportunities for improvement.
- Coordinate activities and special projects, citizen groups, service agencies and other organizations involved in planning and service delivery.
- Create and staff the Behavioral Health Advisory Committee.
- Supervise and manage assigned staff, work assignments, training, development, and performance management.
- Manage dedicated funds and other revenue sources.
- Maintain oversight and supervision of contracted services. Oversee and ensure contract development, compliance, and payments.
- Facilitate consensus to maximize the services and outcomes within budgetary constraints.
- Prepare and present reports and other related correspondence.
- Represent department to elected officials and key stakeholders.
- Coordinate the development of regular updates to the county’s Behavioral Health Improvement Plan.
- Evaluate legislation to determine impacts to assigned programs; works with legislative staff to implement changes; testify before legislative and/or congressional committees.
- Interpret and ensure overall compliance with federal, state, or local regulations and funder requirements.

Other Job Functions
- Perform other job functions as assigned.
MINIMUM QUALIFICATIONS

Education and Experience
Bachelor’s degree in mental health, social work or a related field and five years of progressively responsible work experience that demonstrates the ability to perform the essential functions of the position; to include one year in a supervisory role is required. An equivalent combination of experience and education may be substituted on a year for year basis.

Licenses or Certifications

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS
Master’s degree in a behavioral health field. Independently licensed with the State of Washington as a LMHC, LICSW, LMFT or another applicable license.

SUPERVISION
This position will have full supervisory responsibility.

COMPETENCIES
Knowledge of:
• Behavioral Health programs, best practices, and trends.
• Local, state, and federal rules and regulations, resources, and agencies.
• Practices and procedures involved in the planning, development, administration, monitoring and evaluation of programs.
• Principles and practices of public administration, organization, and supervision.
Skill in:
• Working with a variety of individuals from diverse backgrounds.
• Operation of personal computer and the use of job-related software
Ability to:
• Apply sound business and financial acumen.
• Supervise and evaluate the work of staff.
• Plan and establish goals and objectives.
• Effectively persuade, inform, educate, train, solicit information, motivate, and direct a wide variety of individuals or groups.
• Effectively communicate both orally and in writing.
• Negotiate contracts for contracted services.
• Represent the interests of multiple stakeholders.
WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS

The physical demands 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.

Work is mostly performed in an office setting requiring sitting for prolonged periods of time. Occasional field work may be required. Must be able to travel when needed and operate a personal computer and related office equipment necessary to perform the essential functions of the position.