DEPARTMENT OF DEVELOPMENTAL SERVICES
STATE OPERATED FACILITIES DIVISION
PORTERVILLE DEVELOPMENTAL CENTER
ADMINISTRATIVE SERVICES

DUTY STATEMENT

EMPLOYEE:

JOB TITLE: Career Executive Assignment (CEA), Level A **POSITION #:** 472-200-7500-003
WORKING TITLE: Administrative Services Director

GENERAL STATEMENT OF DUTIES: The Administrative Services Director (ASD) has twenty-four-hour overall responsibility for all administrative functions and operations of the developmental center. Under the direction of the Executive Director, is responsible for planning, organizing, and directing Administrative/Support Services at Porterville Developmental Center (PDC). Participates in the Governing Body and formulation of Center wide policy.

SUPERVISION RECEIVED: Reports to the PDC Executive Director and is a member of the Executive Committee.

SUPERVISION EXERCISED: Excluded and rank and file classifications.

25% Oversees and ensures the ongoing operations of each Administrative Department: Plant Operations, General Services, Fiscal/Trust Office, Clinical Records and Dietetic Services

15% Through the Administrative Management Team, provides direction to all Support Services staff to assure consistent compliance with all applicable regulations, standards, and requirements.

10% With approval of the SCSD Deputy Director, PDC Executive Director, and consistent with the DDS Master Plan, supports performance plans for all Support Services areas.

10% Works cooperatively with the Chief of Psychology, Coordinator of Nursing Services, Director of Quality Assurance, Clinical Director and the Medical Director to assure that all essential services are provided to the individuals served. Provides support to the Clinical Director and the Medical Director to assist in the achievement of their service area objectives.

10% With the approval of the Executive Director, establishes systems and related procedures to ensure ongoing monitoring of Administrative Quality Assurance, Risk Management, and overall standards compliance.

10% Evaluates the performance of each Administrative Chief based on outcomes, which include internal and external data, and the achievement of Service Area objectives. Ensures all Administrative departments are customer oriented and responsible for the needs of the residents and staff.

10% A member of the Executive Committee and Chairs several committees: Administrative Services Conference, Administrative Quality Management, Space Committee, Secure Treatment Audit Team, Secure Treatment Information, and Information Technology. Communicates the mission and values of the Center to the Administrative Departments and reinforces their responsibility to communicate openly with staff; obtain full value from each staff member assigned to their service area; and participate actively in the Centers positive staff recognition program.

5% Contributes to long-range planning, the development of policy and procedure, and Center wide goals and objectives as a member of the Executive Committee. Clearly communicates all Center/Department policies with emphasis on providing a discrimination free workplace, and a commitment to equal employment opportunities.

5% Serves in the absence of the Executive Director when assigned.

PHYSICAL DEMANDS: Frequent travel, tight timelines, working on a personal computer 15-40% of total office time.

TYPICAL WORKING CONDITIONS: Work environment includes office conditions, routine rounds within all PDC operational areas, residences and programs, and frequent interaction with consumers and staff throughout the facility.

PERFORMANCE REQUIREMENTS:

Fundamental Job Skills and Attributes:

- Knowledge of Department's programs, trends, and services for persons with developmental disabilities particularly for persons residing in developmental centers and community residential programs.
- Knowledge of Equal Employment Opportunity (EEO) Program objectives, management's role in the EEO Program and the process available to provide equal employment opportunities.
- Knowledge of principles and techniques of continuous quality improvement; and practices and trends of public administration, organization and management.
- Knowledge of principles and practice of personnel management and effective supervision. Experience in an administrative or executive capacity with strong leadership skills.
- Knowledge of safety hazards and security systems pertinent to the population, develops and implements policies to support a safe work environment.

Fundamental Job Skills and Attributes (cont'd):

- Ability to utilize and effectively apply required technical knowledge, interpret statistical data, and compose clear, accurate and concise reports.
- Ability to reason logically, analyze complex problems creatively, and accurately adopt an effective course of action.
- Ability to interpret and employ licensing and certification guidelines and regulations and best practices.
- Ability to communicate clearly, effectively and tactfully.

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.