

Job Description
California Mental Health Services Authority (CalMHSA)
Program Director

The California Mental Health Services Authority (CalMHSA) is an Independent Administrative and Fiscal Government Agency focused on the efficient delivery of California Mental Health Projects. Member counties jointly develop, fund, and implement mental health services, projects, and educational programs at the state, regional, and local levels.

CalMHSA is not a legislative agency; nor are we an approval or advocacy body. We are a best practice intergovernmental structure with growing capacity and capability to promote systems and services arising from a shared member commitment to community mental health. CalMHSA supports the values of the California Mental Health Services Act.

Job Description:

This position is responsible for providing highly responsible and complex administrative support to the CalMHSA Board of Directors, and Executive Director, for implementation of mental health programs.

Responsibilities:

Under the general direction of the Executive Director, this position is responsible for planning, organization, management and oversight of the mental health service activities of Cal MHSA.

1. Represent CalMHSA in all state or county policy discussions relating to CalMHSA activities.
2. Represent CalMHSA on all state level committee and task forces that relate to CalMHSA concerns.
3. Assist in the development of CalMHSA goals, objectives, priorities, and policy direction recommendations for consideration by the CalMHSA Board of Directors.
4. Work in close collaboration with CalMHSA partners, such as the State Department of Mental Health, the Mental Health Services Oversight and Accountability Commission (MHSOAC), and the County Mental Health Directors Association to assure alignment as needed.
5. Participate in CalMHSA Board and other meetings, leading all discussions for mental health programs.

6. Represents CalMHSA in all contract activities related to revenue and expenditure for services.
 - a. Develop recommendations for contracts for projects, program, and services.
 - b. Develop and lead the process for all requests for proposal as directed by the Board.
 - c. Monitor contract activities and provide reports to the CalMHSA Board.
 - d. Work with CalMHSA finance manager for program fiscal reports and budget.
 - e. Oversight and development of submissions to the MHSOAC.
 - f. Ensure evaluation of contract activities.
7. Manage and lead all staff in support of the mental health programs.
8. Ability to conduct consumer meetings and build solid working relationships with various stakeholders.
9. Ability to prepare presentations and present information.
10. Manage and lead all mental health projects to meet the goals and objectives established by, and in accordance with, company policies, contracts and applicable laws and regulation.
11. Consults with organizations or individuals who may have policy, programmatic or business interest with CalMHSA.

Classification: Exempt

Education: Master's degree from an accredited college/university in management, business/public administration, behavioral science, human services, or other closely related field.

Experience: Five years of progressively responsible administrative or management experience with demonstrated knowledge, skills and abilities in managing or assisting in the management of a large or complex mental health, public health, or human services organization. Experience must include responsibility for fiscal/budget administration, personnel administration and operations.

A Bachelor's degree in a qualifying area may be considered with five years of experience as specified above.

Equivalent qualifications may be given consideration provided education and experience is commensurate with the responsibilities of this position.

*Note: Qualifying degrees must be completed at a college or university, accredited by any accrediting association and must be recognized by the United States Department of Education. Degrees completed outside of the U.S. must be accompanied by an evaluation report from a reputable credential evaluation service. This evaluation must indicate equivalency to degrees completed at a college/university accredited by any accrediting association and must be recognized by the United States Department of Education.

Highly Desirable: Knowledge of California's Mental Health Services Act and/or lived experience as a consumer or family member of mental health services.

Salary Range: \$90,000-\$125,000

Location: Intended to be filled in Sacramento County

Application Procedures: Resumes may be submitted by person, facsimile (916) 859-4805, e-mail (jan.ryan@georgehills.com), or mail. The position is open until filled.