



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or (916) 322-1700.

EXEMPT ANNOUNCEMENT

FOR

EXECUTIVE DIRECTOR, ATASCADERO STATE HOSPITAL

Salary Range: \$8,785 - \$9,502

Final Filing Date: December 10, 2010

DUTIES/RESPONSIBILITIES

Under the general direction of the Deputy Director, Long Term Care Services, the Executive Director is responsible for:

- The development, organization, direction, and management of Atascadero State Hospital.
- Responsible for policy formation and decision making to ensure the effective operations of the hospital.
- Provides management and communication interface between the Division of Long Term Care Services and hospital staff.
- Ensures the coordination of clinical and administrative services in order to effect delivery of services in an environment conducive to quality care and treatment of the patients.

The Executive Director is a member of the Governing Body and, as its local representative, is authorized to act on behalf of the Governing Body at the hospital during the intervals between meetings.

FILING INSTRUCTIONS:

All interested applicants must submit a standard state application (Form 678), resume and a separate Statement of Qualifications that demonstrates the following:

- Knowledge of the principles, procedures and techniques used in planning, evaluating and administering a multidisciplinary client treatment organization.
- Knowledge of principles and methods of hospital organization, management and procedures.
- Knowledge of California laws and rules pertaining to hospital administration.
- Knowledge of Joint Commission on Accreditation of Healthcare Organizations policies and standards.
- Knowledge of the mental health model based on the concept of recovery from severe mental disorders and its application in an inpatient psychiatric hospital.
- Demonstrated leadership and management ability in addition to showing initiative and independence of action in policy and decision-making.
- Demonstrated management experience in a hospital.
- Ability to understand and apply the concepts of Continuous Quality Improvement within the organization.

Please limit your Statement of Qualifications to two typed pages with a font size of at least 10 (ten).

All interested applicants' State Application, resume and Statement of Qualifications must be received by **December 10, 2010.**

**Department of Mental Health
Personnel Section - Attention: Shuet Tang
1600 9th Street, Room 121
Sacramento, CA 95814**

Questions regarding this position may be directed to Shuet Tang at (916) 654-2351.