

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: DEPUTY DIRECTOR OF HOMELESSNESS & BEHAVIORAL HEALTH SERVICES

PERSONNEL COMMISSION APPROVAL: APRIL 21, 2021

COUNCIL APPROVAL: TBD

JOB CODE: XXXX

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: NON-ASSOCIATED

FLSA STATUS: EXEMPT

EEOC CODE: OFFICIALS & ADMINISTRATORS

JOB SUMMARY

Under general direction, develops, organizes and manages internal efforts and coordinates external efforts and community partnerships related to homelessness services, and develops the most strategic and effective ways to invest City resources towards these efforts.

SUPERVISION RECEIVED AND EXERCISED:

Reports to: City Manager / Assistant City Manager

Supervises: Professional, Paraprofessional, Administrative Support staff and volunteers

DISTINGUISHING CHARACTERISTICS

The primary purpose of this position is to recommend, promote and implement the City's homelessness and behavioral health related goals and objectives. This position will coordinate programs and City resources related to addressing homelessness and behavioral health programs, including management of the City's mobile crisis response program; overseeing behavioral health initiatives; managing the work of the City's homelessness case managers; interfacing with governmental agencies, non-governmental organizations, and housing non-profits; coordinating the work of the City's Navigation Center operator; and developing strategies to connect the homeless and those with behavioral health needs to available resources and services.

EXAMPLES OF ESSENTIAL DUTIES

- Administers and directs city homeless, mental health, and behavioral health response programs; develops qualitative and quantitative measures to monitor

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- and evaluate response effectiveness
- Serves as the City's primary contact and coordinator on homeless and related public health issues impacting the city
 - Develops and recommends policy on homelessness; offers recommendations for improvement and change
 - Provides strategic guidance to City leaders and staff on City-supported homelessness initiatives
 - Coordinates the provisions of the homelessness services with other private and public sector agencies, including faith-based and non-profit organizations
 - Provides written analysis, evaluation and recommendations regarding homelessness programs and proposals
 - Identifies and implements strategic, short and long range planning and programmatic frameworks to achieve homelessness response goals
 - Identifies resources needed to implement goals and objectives
 - Conducts field studies which includes observing and assessing homeless situations in the community
 - Provides leadership and serves as a subject area expert on homelessness matters, providing technical advice to other departments and agencies
 - Makes presentations to boards, City Council, commissions the business community and other groups regarding findings and recommendations; facilitates and represents the City at meetings with members of the business community and the general public
 - Reviews and analyzes complex data; researches, analyzes, interprets, and prepares studies and reports on a variety of data related to homelessness
 - Performs various public relations activities, which may include development of promotional materials and press releases
 - Prepares and recommends project and program budgets and participates in preparation of budgets that support services
 - May serve as staff for, or provide advice to, boards, commissions, and committees; serves as media contact on homelessness for the City
 - Stays abreast of state and federal legislation relating to homelessness funding
 - Use a computer, accessories, software applications and other modern office machines and equipment to perform job-related tasks
 - Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
 - Maintains a regular and consistent attendance record
 - Travels to offsite locations within and outside the City
 - Performs related duties and responsibilities as required

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The preceding duties have been provided as examples of the essential types of work performed within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- The principles and practices of homeless services strategies, program administration and resources
- The principles and practices of behavioral health program administration and resources
- The principles and practices of researching and analyzing the economic feasibility of homeless response and behavioral health programs and projects
- Best practices and community approaches to prevent and end homelessness, including policy development and program management
- Methods of financing homelessness projects
- Marketing, public information, and promotional techniques used in homelessness response
- The principles of work plan development and implementation
- The functions and relationships between private, public, and non-profit sector groups that serve the homeless populations
- The principles, practices and techniques of research and statistical analysis
- State, and federal laws, regulations, and rules pertaining to homelessness; economic and social public policy on impacts of homelessness
- Public administration, budgeting principles, public policy analysis

Ability to:

- View events and possibilities from multiple perspectives, including departmental, Citywide and community
- Listen and demonstrate effective oral and written communication that is open, honest, clear, respectful and professional
- Engage all team members to work collaboratively and reliably towards a defined mission, goal or objective
- Analyze data trends and analysis related to homelessness and behavioral health
- Demonstrate a broad repertoire of ways to both proactively and reactively assess and decisively address complex ideas, problems, risks and situations

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- Maintain effectiveness and openness in varying work situations where circumstances and priorities are changing
- Create and sustain positive and respectful working relationships with colleagues, stakeholders, business leaders, citizen groups and department managers
- Consider probable support or opposition to ideas or actions from key stakeholders based on interests and constraints; knows how and when to ask for help
- Maintain and promote individual and organizational integrity and values in the conduct of all activities
- Accurately assess organizational issues in relation to homelessness and propose solutions and action plans
- Establish and maintain cooperative working relationships with City and County officials and private and public entities
- Evaluate and recommend changes to policies, practices, and procedures
- Analyze problems and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Work effectively with business leaders, financial institutions, citizen groups and department managers
- Work effectively in time-sensitive situations to meet deadlines; coordinate multiple projects and complex tasks concurrently
- Exercise sound independent judgment and demonstrate initiative and creativity, with minimal supervision
- Communicate complex material clearly, logically, and concisely, both orally and in writing, including public presentations to large and small audiences
- Drive a city vehicle during the course of job duties.

Education: Bachelor's degree from an accredited college or university in social or behavioral sciences, community development, business, public administration, or a related field. A Master's degree is preferred.

Experience: Five (5) years of progressively responsible professional level experience working with the homeless programs and populations, behavioral health programs, and/or closely related special needs programs.

Certifications/Licenses: Possession of a valid California Class C driver license and an acceptable driving record are required by time of appointment and during course of employment.

SPECIAL CONDITIONS

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Employees regularly assigned/required to drive a City or personal vehicle in the course and scope of work, shall be required to participate in the DMV Pull Notice Program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Position requires standing, walking, reaching, kneeling, stooping, bending, and prolonged sitting in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard and picking up supplies. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required. The position works outdoors during site visits, exposure to dust and allergens, unpleasant odors, insects, working on uneven surfaces, use of protective gloves, and interfacing with all facets of the community including those with behavioral health diagnosis including mental illness and substance abuse. Communicates with the public, co-workers and community members in a clear and concise, professional and courteous manner, travels to different sites and locations. May involve stressful situations, including dealing with erratic and sometimes antagonistic behavior.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. April 2021