

# Deputy Director Community Services Board / Administrative Operations

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/2087229/deputy-director-community-services-board-administrative-operations>

**Salary:** \$98,188.06 - \$163,645.66 Annually

**Location:** FAIRFAX (EJ27), VA

**Job Type:** FT Salary W BN

**Department:** Community Services Board

**Job Number:** 18-01138

**Closing:** 6/15/2018 5:00 PM Eastern

**Pay Grade:** S36

**Posting Type:** Open to General Public

The Deputy Director of Administrative Operations is responsible for business operations, administration, and strategy for the largest publicly funded behavioral health and developmental agency with a budget of approximately \$180 million. Reporting to the Executive Director, the Deputy Director of Administrative Operations is responsible for providing leadership of day-to-day non-clinical operations including objectives required for all Health and Human Services agencies. Working closely with Fairfax County's Department of Management and Budget (DMB) and the Department of Behavioral Health and Disability Services (DBHDS) budget leadership the Deputy Director of Administrative Operations ensures efficient and effective use of local and state resources, and plans for future business operations and service delivery needs.

The Deputy Director of Administrative Operations will:

- Oversee, plan, and direct the overall business/administrative operations of the agency
- Manage facilitation and implementation of the agency's strategic plans and initiatives in cooperation with various stakeholders, particularly with the 16-member agency Board
- Assist the Executive Director with development of policies, procedures, processes and best practices in support of strategic planning and resource development
- Serve as directed as the CSB's liaison with community groups, other county departments, and state and other health and human services organization as appropriate
- Oversee and ensure that effective health care compliance procedures, processes, and risk mitigation measures are instituted in conjunction with the agency's Compliance Officer
- Develop policy and planning for key administrative functions such as information technology, budget, finance and billing, procurement, contracts and grants management, human resources, business process improvement and administrative support services, facilities, safety and disaster planning, and administrative coordination and support across all departments and business lines of the agency.

For more detailed information about the County and agency, please read this [brochure \(Download PDF reader\)](#).

watch our video "[CSB: Making a Difference in Our Community](#)".

**MINIMUM QUALIFICATIONS:**

Any combination of education and experience equivalent to the following: graduation from an accredited college or university with a master's degree in public health, business administration, or public healthcare administration; plus seven years of increasing responsible managerial, administrative and operational experience in the oversight and/or development of health care policy, administration of health services or integrated local government operations, including at least two years of significant responsibility for one or more of the following: human resources, business office or practice management administration, or finance and budget administration.

**SPECIAL REQUIREMENTS:**

The appointee to this position will be required to complete a criminal background check, a Child Protective Services Registry, a credit check, and a check with the Office of the Inspector General (OIG) to the satisfaction of the employer.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**PREFERRED QUALIFICATIONS:**

Experience in an executive leadership role overseeing business operations, strategic planning, informatics, human resources, finance and budget administration, and health care compliance. Knowledge and experience leading a business operations team in a behavioral or primary healthcare setting.

**PHYSICAL REQUIREMENTS:**

Sufficiently mobile to attend meetings at various locations and make presentations to county staff and community. Ability to communicate clearly, both orally and in writing. Ability to use keyboard driven equipment. All duties performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview; may include written exercise.

**It is the policy of Fairfax County Government to prohibit discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 711. EEO/AA/TTY.