



JOB VACANCY ANNOUNCEMENT

Assistant Director

Farmington, MO

QUALIFICATIONS:

Preference is given to graduation from an accredited college and three years' experience in a general administrative staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, facilities planning, budget or personnel. Must exercise a thorough knowledge of general building maintenance and custodial services and an understanding of the principles of supervision, organization, financial, personnel and resource management. Must possess excellent organizational, oral, and written communication skills.

Must pass background check provided for the agency by the federal Department of Justice and the Missouri State Highway Patrol and not be registered on any "do not hire" list with the Department of Mental Health or the Missouri Division of Family Services.

ESSENTIAL FUNCTIONS:

Has immediate responsibility for the overall operation and maintenance of assigned agency facilities, staff and equipment. Coordinates and administers an adequate plan for the control of operations in accordance with budgetary guidelines. The Assistant Director plans, organizes, and directs the staff of the following departments: Clerical, Food Service, Maintenance, Transportation and administrative functions of the Clinical Department. As directed, is responsible for the development and implementation of changes in organization, staffing, and work processing, in order to increase effectiveness and efficiency to reduce administrative costs of the agency. Regular and consistent attendance is an essential job function.

SUPERVISION:

The Assistant Director is supervised and evaluated by the Director. This position supervises and evaluates staff in the following departments: Clerical, Food Service, Maintenance, and Transportation. Provides administrative supervision to clinical department staff.

Applications are accepted online at www.semobh.org

If you have any questions, please contact the Human Resources Department

SOUTHEAST MISSOURI BEHAVIORAL HEALTH

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Southeast Missouri Behavioral Health is an Equal Opportunity Employer: EOE/M/F/H
