

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

PSYCHOLOGY ADMINISTRATOR

DEFINITION

Plans, coordinates, directs and supervises the psychology programs and staff at a state institution; provides clinical supervision and underwrites psychological services provided by psychologists for purposes of licensure, accreditation and reimbursements; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of lower level psychologists, technical and support positions; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Plans, directs and administers a wide variety of diagnostic and evaluative, clinical, counseling and behavior modification/management programming services to persons with mental or emotional illness, or intellectual disabilities.

Plans, organizes, and is otherwise responsible for procedures, policies, budgets, staff requirements, operating conditions, and long range planning pertaining to the scope of activities of the department of psychology within the policies and procedures as set out by the superintendent of the institution.

Plans, directs, and supervises a program of diagnosis and evaluation, case re-evaluation, and psychotherapeutic treatment.

Plans and directs a program of research studies designed to further basic knowledge and applied techniques in the field of psychology.

Plans and directs an interdepartmental training program for new employees to acquaint them with the psychology department and the theory and practice of its programs and goals.

Attends professional meetings and conferences, keeping abreast of current trends and movements in the field.

Provides professional staff as needed to the various units or treatment teams, as well as personal consultative services in dealing with unusually difficult cases or problems.

COMPETENCIES REQUIRED

Knowledge of the principles of supervision.

Knowledge of the theories, practices, and procedures of research psychology, projective diagnostic techniques, psychometrics administration and counseling.

Knowledge of the principles and practices of administering a program of psychological services.

Knowledge of the principles and practices of clinical psychology.

Knowledge of agency policy, procedures, staff requirements, and operating conditions.

Knowledge of fiscal management and budget preparation.

Ability to assist in developing and interpreting agency policies and procedures.

Ability to supervise employees performing technical and professional psychological work.

Ability to plan and conduct psychological research programs.

Ability to maintain and emulate professional standards as set forth by a particular institution, and the field in general.

Skill in the use of a wide variety of psychometric tools.

Displays high standards of ethical conduct by refraining from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university in a Doctorate Degree program with an emphasis in psychology, behavior analysis or counseling, and four years of full-time professional experience as a Psychologist in an institutional or community mental health, intellectual disability, long-term care or corrections program.

Effective Date: 02/14 JD