

Department: Public Health
Classification: Competitive
Grade: 8M/C

SPEC DISK A2
DOCUMENT 74

DIRECTOR OF CHILDREN WITH SPECIAL NEEDS PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for planning, organizing and fiscally managing various health and educational programs for children with special needs. The work is performed under the general supervision of the Public Health Director with the use of independent judgement in carrying out work activities. An employee in this position is expected to consult with state and local departments on matters of policy, funding, or areas of significant determination. Supervision is exercised over the work of professionals, para professionals, and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the provision of programs according to New York State Education and Department of Health Laws designed to meet the needs of preschool children with disabilities and a program designed to provide financial assistance for medical care for children with designated conditions/diseases;

Advises the Public Health Director and Deputy Public Health Director on matters pertaining to division programs and related services;

Acts as the Chairperson of the Local Early Intervention Coordinating Council as required by State Law;

Develops policies and procedures as required by law;

Interprets program policies to families, providers and agencies;

Prepares program budgets, does budget forecasting, prepares grant requests and budgets, prepares contract requests, and controls expenditures;

Audits subcontractors and program providers, offering technical assistance to ensure compliance with Federal, State and local regulations;

Oversees the coordination of activities between state and local sponsoring agencies and physicians, medical care personnel, parents and human services agencies in meeting the goals and objectives of the programs;

Oversees and monitors the administrative activities of a wide variety of programs including record keeping, billing, personnel, reports, securing funding sources;

Interprets program goals and policies to individuals, groups, legislators, and other service providers;

Represents the division/department at conferences, meetings, etc. and serves on boards, advisory committees, etc.;

Ensures that program objectives are effectively and efficiently carried out by division staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS:

Comprehensive knowledge of financial administration including general and governmental accounting, budgeting and reporting;

Thorough knowledge of laws, rules, and regulations pertaining to education of children with disabilities;

Thorough knowledge of program policies, goals and objectives;

Ability to interpret and understand complex rules and regulations and directives;

Ability to plan, direct and supervise the work of others;

Ability to communicate program service goals and policies to individuals and groups to stimulate their interest and participation;

Ability to perform close, detail work involving considerable visual effort and strain;

Accuracy and good judgement;

Integrity and compassion;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or NYS registered college or university with a Master's degree in Accounting, Public Administration, Business, or related field and 2 years of administrative supervisory* experience; OR

B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Accounting, Public Administration, Business or related field and 3 years of administrative supervisory* experience.

NOTE:

*Administrative supervisory experience is defined as responsible direction and control of an organizational unit or program. An administration is involved in planning, resource allocation, program evaluation and policy formulation. Experience performing specialized functions such as budgeting, finance, administrative analysis or personnel which do not involve overall responsibilities is not considered as administrative experience.

Created:

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