

Department: Mental Health  
Classification: Competitive  
Grade: 10M/C

SPEC DISK A3  
DOCUMENT 1

ASSISTANT DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for aiding the Director in planning, coordinating and operating the mental health, alcoholism and mental retardation services provided within the County. The work is performed under general supervision of the Director of Community Mental Health Services with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate professional and clerical staff. The incumbent does related work as required.

*Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

TYPICAL WORK ACTIVITIES: (Illustrative only)

Insures that treatment staff perform their clinical duties in accordance with established procedures, rules and regulations governing out-patient services;  
Aids in directing patient treatment in the various services and facilities provided by the mental health agency;  
Plans, organizes and structures a clinical record system as required by State and Federal regulations; Aids in preparation of the department budget and annual report of programs which are the responsibility of the agency;  
Reviews and approves program expenditures to maximize clinical effectiveness and efficiency;  
Makes staffing and budgeting recommendations to the Director for immediate and long range programming;  
Arranges, monitors and evaluates staff activities and conferences;  
Plans and coordinates a variety of clinical and program criteria and procedures;  
Participates in clinic staff recruitment and selection and arranges for orientation, training and supervision;  
Provides a variety of direct treatment services to clinic patients and their families;  
Aids in conducting studies related to the promotion of mental health and mental retardation services or the prevention of psychiatric disorders;  
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the modern theory and practice of psychiatry; good knowledge of medical and social psychology, psychopathology, psychotherapy and the function and pertinent pathology of the nervous system; working knowledge of current administrative practices in the community mental health field; ability to develop, organize and supervise the short-range and long-range plans for the provisions of mental health and mental retardation services in a specific geographic area; ability to plan and supervise the work of others engaged in provision of services designed to prevent psychiatric disabilities and to promote care, treatment and training appropriate for this purpose; ability to provide clinic services to patients; physical condition commensurate with the demands of the position.

ASSISTANT DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES - Continued

MINIMUM QUALIFICATIONS: Either:

(a) Possession of a current valid license to practice medicine in New York State and board qualifications or board eligibility as a Psychiatrist or Neurologist by the American board of Psychiatry and Neurology, or as a Pediatrician by the American Board of Pediatrics, or as a Specialist in Public Health Administration by the American Board of Preventive Medicine. In addition, four years of experience working in programs for the mentally ill, mentally retarded or the alcoholic are required, one year of which must have been in an administrative capacity; or

(b) Certification as a Psychologist in accordance with Article 153 of the Education Law, graduation from a regionally accredited or New York State registered college or university with a Doctorate degree in Psychology and four years of experience working in programs for the mentally ill, mentally retarded or the alcoholic, one year of which must have been in an administrative capacity; or

(c) Certification as a Social Worker in accordance with Article 154 of the Education Law, graduation from a regionally accredited or New York State registered college or university with a Masters degree in Social Work and six years of experience working in programs for the mentally ill, mentally retarded or the alcoholic, one year of which must have been in an administrative capacity; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

*NOTE: The graduate professional degree requirement specified in (b), (c) and (d) may be waived if the candidate otherwise meets the requirements for the position of Assistant Director of Mental Health Services set forth under No. 14 NYCRR 585.7(e) and presents written evidence from the New York State Office of Mental Health that the candidate has approved status as an experienced professional.*

Amended: 9/24/92