

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

SPEC DISK A2  
DOCUMENT 81

### PROGRAM DIRECTOR OF SERVICES FOR CHILDREN WITH DISABILITIES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Public Health Director, the incumbent manages the clinical, fiscal and programmatic components of the Public Health Department's Services for Children with Disabilities. The incumbent plans, directs, coordinates, supervises and evaluates the delivery of services to children with disabilities, and is responsible for assuring that these services are available to all County residents. This position has direct responsibility for personnel under its administrative jurisdiction and accountability for operations. The incumbent formulates, develops, and changes unit policies and procedures in order to ensure compliance with applicable Federal, State and Local laws, rules and regulations and is responsible for ensuring that the bureau delivers appropriate, quality services and monitors outside agencies within the scope of state regulations, while monitoring the established budget. Supervision is exercised over professional, administrative and support staff. Does related work as required.

### TYPICAL WORK ACTIVITIES:

- Directs and coordinates the development, administration and operation of services for children with disabilities.
- Formulates policies and program goals for the delivery of services to children with disabilities in compliance with federal, state and local regulations;
- Deploys and monitors productivity of staff to insure that service needs and mandates are met and to assure accomplishment of unit objectives;
- Manages a large number of service contracts, and develops and negotiates contracts with service providers;
- Coordinates transportation services and handles transportation emergencies with programs and parents;
- Evaluates program effectiveness and recommends reorganization strategies to insure compliance with regulations, meet the needs of targeted population and adhere to funding guidelines;
- Conducts investigation of complaints or problems and takes corrective action and participates in mediation and fair hearings as needed;
- Ensures compliance with the State Departments of Health and Education established reporting requirements pertaining to all aspects of applicable programs;
- Prepares the unit's annual budget, with the assistance of the Fiscal Manager, based on service indicators for program and projected service growth and determines the allocation and distribution of available resources within the bureau;
- Monitors expenses against available budgeted resources;
- Monitors productivity of staff and utilization of services in order to insure the most efficient

- provision of services to the public
- Acts as liaison with New York State agencies and other regulating bodies regarding standards of care, quality assurance, and utilization review;
- Represents the Health department at meetings with various agencies and with legislative and administrative bodies;
- Initiates contract and agreements between Essex County Public Health Department and other proprietary and non-profit agencies, as well as individuals for the purchase of services and/or equipment, utilizing appropriate County procedures;
- Oversees the development and operation of third party and Medicaid billing systems;
- Uses computer application or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Develops and maintains information systems that support the early intervention, preschool, and other SCD programs;
- Promotes the active participation and cooperation of professional groups, governmental bodies, volunteer agencies, educational institutions, etc., in the development of programs;
- May act as the Early Intervention Official.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Through knowledge of standards and regulations relating to educational and clinical services for infant, toddlers and preschoolers with disabilities; through knowledge of the principals and techniques used in coordinating the delivery of said services; ability to coordinate the work of a large number of employees; ability to deal effectively with a variety of administrative, clerical and clinical personnel; ability to work effectively with agencies and service providers and with representatives of State and local government; ability to delegate responsibility effectively; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative in recommending needed policy review and revision; good judgement; physical condition commensurate with the requirement of the position.

**MINIMUM QUALIFICATIONS:**

Either

1. (a) Master's Degree\* in Public Administration, Public Health, Social Work, or a related health field or a Master's Degree in Education, and 2 years of administrative supervisory\* experience; And
- (b) Shall have a minimum of two years of full-time equivalent experience in an early intervention, clinical pediatric, or early childhood education program serving children ages birth to five years of age, provided that:
  - 1) such experience shall have included direct experience in delivering services to children with disabilities and their families; and

2) at least one year of such experience shall have been in the delivery of services to children less than three years of age and their families.

2. A Bachelor's Degree in one of the above fields and 3 years of administrative supervisory experience; OR

3. A satisfactory combination of the foregoing training and experience.

\*SPECIAL NOTE: Administrative supervisory experience is defined as responsible direction and control of an organizational unit or program. An administrator 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 May 3, 2007

\*\*Pending Board or County Manager Creation

Amended September 7, 2010