

Civil Division: Oneida County  
Jurisdictional Class: Competitive  
EEO Category: Administrators  
Revised: 04/18/11

## **DIRECTOR OF EARLY INTERVENTION**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this position develops, coordinates, directs, and supervises all the activities associated with the functions of the Oneida County Health Department's Early Intervention Program. This person is responsible for budget preparation and fiscal management, the maintenance of related records and procedures, development of agency conducted orientation, training and staff development programs, evaluation and on-going assessment of all programs for children with disabilities, maintenance of all applicable reports and data, communication with all necessary Federal, State, and Local authorities, participation in regional and statewide activities as appropriate. In addition, the incumbent assesses and makes recommendations regarding all prospective job applicants and standards maintained by contractors to the Oneida County Health Department. Work is performed under the general supervision of the Commissioner of Health or Public Health Director. Supervision is exercised over professional and clerical staff. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Directs the planning, implementation, and evaluation of program activities and policies;  
Assures program compliance with applicable policies and regulatory procedures;  
Directs and monitors the development of fiscal planning and reporting to Federal and State agencies;  
Supervises the maintenance and control of related records and files;  
Performs related human resources management functions to include staff performance evaluations, staff development, and annual training;  
Develops and monitors standards, policies, and procedures of program operation;  
Liaison for the provision of Early Intervention services through other health related agencies;  
Collects, organizes and analyzes data concerning the Early Intervention program;  
Consults appropriate county officials regarding legal, fiscal, and procedural questions;  
Other duties assigned by the Commissioner of Health or Public Health Director.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Through knowledge of business administration, budgeting, and fiscal management, including grant funded programs; thorough knowledge of modern methods used in keeping and checking financial records and reports; good knowledge of human resources practices and procedures regarding employees recruitment, development, training, research and evaluation; thorough knowledge of Federal, State and local laws and regulations, policies and procedures regarding all programs, services, and appropriate payment methods for children with disabilities; good knowledge of office administration record keeping and reporting; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with the public and employees; ability to communicate effectively, both orally and in writing; ability to monitor and evaluate staff and program performance in the context of program goals and objectives.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Master's Degree in Education, Public Administration, Business Administration, Health Services Administration, or a closely related field, **AND** three (3) years of experience in the administration of a program\* providing services to children with developmental delays or disabilities; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Education, Public or Business Administration, Health Services Administration or a closely related field, **AND** four (4) years of experience in the administration of a program\* providing services to children with developmental delays or disabilities.

**\*Administration of a program:** Responsible direction and control of an identifiable organizational unit or program; in addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation and policy formulation. **Please note:** Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analysis or personnel, which do not involve the above stated responsibilities, are not considered administrative experience.

**NOTE:** Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

Adopted: 11/12/03  
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