

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Protective Service – Non-Sworn
Revised: 02/22/10

DIRECTOR OF SPECIAL CHILDREN SERVICES

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 Education of Handicapped Children's Program and Physically Handicapped Children's Program. This person is responsible for 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 supervisor 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 implementation of agency systems and policies;
Supervises the maintenance and control of related records and files;
Prepares and conducts training and staff development activities;
Prepares and conducts various staff performance evaluations;
Assures department and program compliance with applicable policies and regulatory procedures;
Coordinates all matters relating to all programs for children with disabilities;
Prepares Affirmative Action/Equal Employment Opportunity reports as required by Federal, State and Local agencies;
Develops policy and procedure regarding implementation of various organizational designs;
Performs related human resources management functions, including preparing annual training and staff development plans;
Serves as Administrative Designee as Authorized Representative for the Municipality of Oneida County;
May represent county at school district committees on Preschool Special Education;
Directs program planning and implementation activities;
Consults appropriate county officials regarding legal, fiscal, and procedural questions;
Other duties assigned by the Commissioner of Health.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Knowledge of human resources practices regarding employees recruitment, development, training, research and evaluation; knowledge of public and private personnel policies and directives; knowledge of Federal, State and local laws and regulations, policies and procedures regarding all programs, services, and appropriate payment methods for children with disabilities; ability to establish and maintain working relationships with staff and other agency officials within the community, county, state, etc.; ability to communicate effectively, both verbally and in written narrative form; ability to monitor and evaluate staff and program performance in the context of agency goals and objectives.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Master's Degree in Education, Public Administration, Health Services Management or a related field, **AND** three (3) years paid experience in human services administration, disability services or a related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Education, Public Administration, Health Services Management or a related field, **AND** five (5) years paid experience in human services administration, disability services or a related field.

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.

*Replaced Title: Supervisor – Education of Handicapped Children/Physically Handicapped Children's Program

Adopted: Director of Special Children Services, 01/24/00
Revised: 02/22/10

