

Jurisdictional Class: Competitive; Non-Competitive in County
Adopted: September 9, 1974
Revised: October 21, 2013

DIRECTOR OF COMMUNITY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for serving as chief executive officer of the local government unit responsible for community service programs, and for exercising general direction in the planning, coordination, and operation of services provided within the County for the mentally ill, developmentally disabled, and chemically dependent. The Director of Community Services reports to the Clinton County Community Services Board (CSB) and recommends actions and policies for the purpose of establishing and maintaining a comprehensive program for the mentally ill, developmentally disabled, and chemically dependent. Supervision is exercised over subordinate professional, paraprofessional, administrative, and clerical staff. The Director also exercises general oversight of agencies that enter into contracts with the Community Services Board. The incumbent does related work as required to include, but not be limited to, the duties and responsibilities outlined in Part 102 of Title 14 of the New York State Codes, Rules, and Regulations as now existing and hereafter amended.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Maintains general oversight of community mental health, developmental disabilities, and alcohol and drug services, including inpatient units in general hospitals;
- Develops contracts for the approval of the CSB with local agencies for the provision of services under a unified services plan and monitors the delivery of services of contract agencies;
- Directs the operation of the Clinton County mental health and alcoholism services to include developing budgets for and directly supervising and otherwise administering, those services;
- Exercises general supervision over local services and local facilities as such terms are defined in subdivisions 3 and 5, respectively, of Section 41.03 of the Mental Hygiene law;
- Exercises general supervision over the treatment of patients who are receiving local services or who are in local facilities;
- Encourages the development and expansion of preventive, rehabilitative, and treatment programs in the field of mental health, developmental disabilities, and alcohol and drug abuse including the establishment of facilities for these purposes;
- May make suggestions to the CSB regarding the establishment of facilities and the control of services including contracts and other matters necessary to ensure the effective direction and administration of a local comprehensive service system;
- Makes staffing and budgeting recommendations to CSB for immediate and long-range programming;
- May, with the approval of the CSB, write grant applications;
- Employs and removes such officers, employees, and consultants as may be necessary for the work of the CSB and the local government unit within the amounts made available by appropriations;
- May serve as an applicant for the involuntary hospitalization of an individual, or may direct the removal of an individual to an approved hospital for evaluation as described in Article 9 of the Mental Hygiene Law of New York State;
- Coordinates local mental hygiene services with the New York State Department of Mental Hygiene, with other local government units throughout New York State and with other authorized public health agencies and groups;
- Meets with consumers, individually and in groups, to insure the quality of local services;

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Interprets activities to the community in promoting maximum use of mental health and developmental disabilities services and services for the chemically dependent;
Prepares an annual report of the programs under the Director's purview, including fiscal accounting;
May, on appointment of the State Commissioner of Mental Hygiene, serve as a member of a regional mental health advisory committee;
Conducts studies related to the promotion of mental health, developmental disabilities, and alcohol and drug services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the modern theory and practice of psychiatry;
Thorough knowledge of medical and social psychology, psychopathology, psychotherapy, and the function and pertinent pathology of the nervous system;
Thorough knowledge of the State and Federal laws, regulations and mandates which govern the delivery of mental health services;
Working knowledge of newer models of delivering mental health care, including Health Home and integrating into Medical Home models;
Working knowledge of current administrative practices in the community mental hygiene field, including managed care;
Working knowledge of the application of technology to clinical care, including telemedicine and electronic medical records;
Ability to develop, organize, coordinate, administer, evaluate, and supervise the short-range and long-range plans for the provisions of services for the mentally ill, developmentally disabled, and chemically dependent in a specific geographic area;
Ability to plan, organize, and supervise services designed to prevent psychiatric disabilities and to promote care, treatment, and training appropriate for this purpose;
Ability to plan and supervise the work of others;
Ability to establish and maintain effective working relationships with others;
Ability to prepare budgets, operating reports, grants, and a variety of other reports relative to program activities;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a current license to practice medicine in New York State and deemed board certified or board eligible in psychiatry, neurology, pediatrics and five (5) years of progressively responsible clinical and/or administrative experience in a governmental, private, not-for-profit, or proprietary program providing services for mental illness, mental retardation, developmental disability, alcoholism, or substance abuse; two (2) years of which shall include functioning in an administrative capacity for the management of a program in which the candidate was responsible for the overall direction and control of an identifiable organizational unit or program;
or
- (b) Possession of a current license by the New York State Education Department to practice as a psychologist and five (5) years of experience as described by the limits of (a) above; two (2) years of which shall include functioning in an administrative capacity as defined in (a) above; or
- (c) Possession of a Master's Degree in Social Work and current license as a certified social worker by the New York State Education Department and seven (7) years of experience as described by the limits of (a) above; two (2) years of which shall include functioning in an administrative capacity as defined in (a) above; or

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- (d) Possession of a Master's Degree in Psychiatric Mental Health Nursing and current license by the New York State Education Department as a registered nurse and seven (7) years of experience as defined by the limits of (a) above; two (2) years of which shall include functioning in an administrative capacity as defined in (a) above; or
- (e) Possession of a Master's Degree in Rehabilitation Counseling, Psychology, Social Work, Public Health Administration, Public Administration, Hospital Administration, Human Services Administration, Business Administration, or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department and seven (7) years of experience as described by the limits of (a) above; two (2) years of which shall include functioning in an administrative capacity as defined in (a) above.

NOTE: The individual must have obtained a degree or degrees from a college or university recognized by the New York State Education Department.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: The above experience shall be specifically related to the powers and duties of the director of community services in accordance with Part 102 of Title 14 of the New York State Codes, Rules and Regulations.

NOTE: When a local governmental unit appoints a Director of Community Services with an administrative degree as defined in paragraph (e), the local governmental unit shall also designate a senior level clinician with responsibilities for supervision of clinical services. Such designee shall have a clinical degree and licensure or certification in addition to demonstrable work experience.

NOTE: The Inter-Office Coordinating Council, New York State Department of Mental Hygiene, must approve candidate qualifications prior to permanent appointment.