

DEPUTY DIRECTOR FOR PLANS AND OPERATIONS - CHMS

GENERAL STATEMENT OF DUTIES: Directs programs for local and or Unified Services Planning and related activities, Special Planning, and Installation and Construction activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Director, C.M.H.S., the incumbent of this class directs those activities in the department related to the formulation of short, intermediate and long range agency program plans and the review of operational performance.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the development of the C.M.H.S. long-range technical forecast, with major providers;

Develops continuity of operations plans and C.M.H.S. emergency services check lists;

Prepares mental health annexes to Comprehensive Health Plans;

Prepares the C.M.H.S. Long-Range Plan;

Supervises and directs the devising of time schedules, based upon the availability of funds and personnel;

Reviews and recommends training publications and regulations for application within the organizational structure of the C.M.H.S.;

Is the Office of the Director central contact office for County-State standization matters; processes related actions pertaining to various inter-governmental organizations;

Develops and maintains the Operations Policy File;

As program director for installations and construction is responsible for departmental activities in connection with installations construction plans, through application of State Department of Mental Hygiene criteria and other State code requirements to proposals for new construction, alterations and modifications, performing staff and administrative functions incident to this responsibility;

Maintains references to SDMH and other State criteria for the design of new construction, or applicable to major alterations and modifications of mental health facilities of Westchester County;

Prepares, except for the fiscal parts, the annual services plan for mental health, mental retardation and alcoholism and the annual comprehensive drug abuse plan;

Develops and provides guidance for facilities as to operations pertaining to patient care administration;

EXAMPLES OF WORK (continued):

Recommends time scheduling and directs the process of program planning, including the development of agency goals and objectives;

Develops policies and procedures regarding C.M.H.B. operations, prepares directives required in their implementation, and makes recommendations on proposals originating elsewhere which may effect C.M.H.B. operations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the function and scope of services provided by mental health agencies; thorough knowledge of the principles, methods and procedures used in organizing and promoting community mental health services; good knowledge of the basic principles and practices of community organization, mental health education, office management and public relations. Ability to work effectively with others; ability to understand and carry out complex oral and written directions; ability to conduct research and prepare reports relating to community mental health services; good judgment; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university and either (a) a Master's Degree* in planning, social work, psychology or public health and nine years experience in the field of state, county or municipal planning activities or work closely related thereto, in either a private or public agency, at least four of which were in a responsible supervisory capacity; or (b) a Doctoral Degree* from a recognized university in planning, social work, psychology or public health and seven years experience as specified in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution