

DIRECTOR - OFFICE FOR THE DISABLED

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for the planning of programs for disabled people, for coordinating the efforts of community organizations serving the disabled, and advising the County Executive and other County Departments on issues affecting disabled people. Supervision is exercised over a number of support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts as liaison between County Office for the Disabled and Federal, State and local government agencies;

Administers the Westchester County ParaTransit program;

Acts as the ADA Coordinator for Westchester County;

Recommends legislation to the County Executive;

Speaks to schools, agencies, and community people regarding their needs and contributions;

Represents the County Executive, as required, at meetings and conferences;

Works with County Departments, outside agencies, and private industry to encourage employment of disabled people and the elimination of architectural and communications barriers;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of appropriate federal and local laws, rules, regulations, policies and procedures as they pertain to the administration programs of disabled people; thorough knowledge of the principles and techniques of administrative supervision and decision making; good knowledge of problems of disabled people; good knowledge of community organizations and resources available to the disabled population; ability to speak and write effectively; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; integrity, initiative, tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years experience in a public or private agency specializing in serving multi-generic, disabled population.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* may be substituted on a year for year basis for up to two years of the above stated experience.

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

West. Co.
J. C.: Non-Competitive†
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Job Class Code: E0484
Job Group: XV