

## DIRECTOR OF ADMINISTRATIVE SERVICES (SCD)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner or Deputy Commissioner, an incumbent of this class manages the clinical, fiscal and programmatic components of the Health Department's Services for Children with Disabilities (SCD) bureau. The incumbent plans, directs, coordinates, supervises and evaluates the delivery of services to children with disabilities, and is responsible for assuring that these services are available to all County residents. This position has direct responsibility for personnel under its administrative jurisdiction and delegates accountability for operations to the Health Care Administrator (Services for Children with Disabilities). The incumbent acts as a liaison between the department and the Budget Office, Personnel Office, Finance Department, Law Department and other departments as necessary. Supervision is exercised over an administrative support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates the development, administration and operation of services for children with disabilities;

Formulates policies and program goals for the delivery of services to children with disabilities in compliance with federal, state and local regulations;

Evaluates program effectiveness and recommends reorganization strategies to insure compliance with regulations, meet the needs of targeted population and adhere to funding guidelines;

May act as the Early Intervention Official in the absence of the Second Deputy Commissioner;

Conducts investigation of complaints or problems and takes corrective action and participates in mediation and fair hearings as needed;

Prepares the unit's annual budget, with the assistance of the Second Deputy Commissioner, based on service indicators submitted from each program and projected service growth and determines the allocation and distribution of available resources within the bureau;

Delegates operational responsibility for the Service Unit, Operations unit, and Evaluation Unit programs, and provide administrative direction and guidance to them as needed, consulting with the Second Deputy commissioner as appropriate;

Compiles budgetary and financial reports in compliance with reporting requirements; meets with auditors and other governmental regulatory agencies, as required;

Implements billing and reimbursement procedures to insure optimum recovery of revenues for departmental costs and services;

Monitors expenses against available budgeted resources;

Supervises, trains, and coordinates the activities of administrative support staff;

EXAMPLES OF WORK: (Illustrative Only) (Continue)

Monitors productivity of staff and utilization of services in order to insure the most efficient provision of services to the public;

Acts as liaison with New York State agencies and other regulating bodies regarding standards of care, quality assurance, and utilization review;

Represents the Health Department at meetings with various agencies and legislative and administrative bodies;

Initiates contracts and agreements between Westchester County Department of Health and other proprietary and non-profit agencies, as well as individuals for the purchase of services and/or equipment, utilizing appropriate County procedures;

Performs related administrative and management functions to insure the smooth and effective operation of the department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of standards and regulations relating to educational and clinical services for infant, toddlers and preschoolers with disabilities; thorough knowledge of the principles and techniques used in coordinating the delivery of said services; ability to work effectively with a variety of administrative, clerical and clinical personnel; ability to work effectively with agencies and service providers and with representatives of State and Local government; ability to prepare management and fiscal reports; ability to communicate effectively, both orally and in writing; ability to supervise and coordinate the work of others; responsibility effectively; initiative in recommending needed policy review or revision and in working out procedural changes within existing policy to provide more effective and economical service; good judgment in carrying out the administrative programs supervised; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree\* in Public Administration, Public Health, or related health or education field, and six years of management or administrative experience in a facility or agency providing clinical and/or technical services to children with disabilities, one of which must have been at the supervisory level, or; (b) a Master's Degree\* in one of the above fields and five years of experience as described in (a) one of which must have been at the supervisory level; or (c) a satisfactory combination of foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary 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.