

DIRECTOR OF CHILDREN'S MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner, an incumbent of this class is responsible for directing and coordinating the administration of the clinical, fiscal and programmatic components of the children's mental health system for the Department of Community Mental Health. The incumbent plans, directs, coordinates, supervises and evaluates the delivery of services to children with emotional disturbances and is responsible for assuring that these services are available to all County residents. This position requires extensive coordination and development with county, state and federal offices and departments that represent children with serious emotional disturbance (SED). Supervision is exercised over administrative and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops policies and procedures for the implementation of a comprehensive system of care for children and families with SED;

Confers with representatives of participating agencies to oversee the delivery of inpatient, out-patient and community support services;

Solicits the active participation and cooperation of families, provider groups, research institutes, educational institutions, and human service agencies to ensure the involvement of families and professionals;

Supervises a staff of professional, technical and clerical personnel to ensure the management and continued growth of the county system of service for seriously emotionally disturbed children including needs identification, program development, planning, training, statistical reporting and public information;

Prepares the divisions annual budget in accordance with County guidelines and departmental objectives, and prepares budgetary and financial reports in compliance with reporting requirements and administrative needs;

Develops coordination of services through the initiation of working relationships between children's mental health agencies, county departments, and state and Federal agencies;

Actively seeks Federal research and foundation funding;

Oversees Federal, state and foundation grant budgets and periodic financial reports in accordance with prescribed format by the funding agency;

Represents the County in regard to other states, counties, and governmental bodies participating in the system of care for children and families;

Performs related administrative and management functions to ensure the smooth, efficient and effective operation of the division.

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of standards and regulations relating to clinical and support services for families with children with SED; thorough knowledge of the principles and techniques used in coordinating the delivery of said services; good knowledge of organizational and administrative processes and techniques; good knowledge of modern methods of fiscal planning and management, budget preparation and control, and contract management; good knowledge of administrative reporting and control procedures; 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 local, State and Federal government; ability to communicate effectively, both orally and in writing; ability to supervise and coordinate the work of others; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; initiative in recommending changes within existing policy to provide more effective and economical service; sound professional judgment in carrying out administrative projects and tasks; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and either: (a) eight years of experience in a clinical, planning or administrative capacity, four of which must have been in a supervisory position in a facility or agency providing services for children with emotional disturbances; or (b) a Master's Degree* in a mental health clinical discipline, mental health administration, public administration, public health, health care administration or business administration, and six years of experience in a clinical, planning or administrative capacity, four of which must have been in a supervisory position in a facility or agency providing services for children with emotional disturbances; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West Co.
J.C.: Competitive
DBB7

Job Class Code: E0775
Job Group: XV

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