

## DIRECTOR OF DEVELOPMENTAL DISABILITIES SERVICES - DCMH

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner or Deputy Commissioner, an incumbent of this class is responsible for the direction and management of all activities and services of the DCMH developmental disabilities system in Westchester County operated by contract agencies, DCMH, or the State of New York. The incumbent works to ensure that there are sufficient and appropriate residential, vocational, day treatment, family support, recreation, transportation, case management, advocacy, quality assurance, and public information programs to meet the needs of developmentally disabled people and their families who reside in Westchester. Responsibility includes assuring that the operation of the DCMH program of services is conducted in accordance with established departmental policy and procedures and in conformance with Federal and New York State rules and regulation. Supervision is exercised over a number of program management, clinical and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops and articulates policies and sets operational goals and objectives for the Office of Developmental Disabilities. Works with state, Westchester Medical Center, voluntary agency and municipal planners and providers to develop and implement programs for developmentally disabled persons in Westchester County that are compatible with the interests of County government and local consumer needs. Recommends to state and federal funding sources approval or disapproval of all programs planned or operating in the county. Determines the need for new programs and recommends approval or disapproval to the Commissioner during the official certificate of need process;

Supervises and is accountable for the developmental disabilities portion of the County Unified Services Plan budget, allocates these funds in contracts with municipalities and voluntary agencies that provide services in the developmental disabilities system and approves all contracts, and transfers of funds within contract budgets;

Controls admissions to vacancies in the existing community residential group home and residential school system and newly developed residential beds in the County;

Supervises the county registry of developmentally disabled persons and analyzes epidemiological and demographic data essential to the development and implementation of the annual local government developmental disabilities plan and supervises the development of that plan;

Supervises, provides leadership to, and interprets departmental policy to workers, para-professional case managers, and interns who provide intensive short term case management to developmentally disabled persons and their families;

Conducts empirical research in areas such as group home acceptance, group home maintenance, consumer satisfaction and needs, and other areas of interest to County government and keeps the Commissioner apprised of all findings;

EXAMPLES OF WORK: (Illustrative Only) (Continue)

Acts as an advocate for county residents by improving or obtaining services for developmentally disabled individuals, evaluates the service system, and works with state and local voluntary agencies to improve existing services delivered;

Advises the Commissioner on changes in state and federal regulations, trends in the field, and on specific issues of interest to consumers and special interest groups. Assists in the development and implementation of department policy. Prepares speeches and position papers for the Commissioner's use;

Represents the department and Westchester County at public functions, addresses consumer groups and other constituencies who are interested in developmental disabilities, interacts with county, state, federal legislators and other elected officials on issues that are of interest to them and their constituencies, and speaks with the media on issues in the field of developmental disabilities;

Carries out special assignments such as department representative to the Developmental Disabilities Liaison Committee of the New York State Conference of Mental Hygiene Directors, and department responsibilities for nuclear emergency operations and other disasters under the auspices of the County Office of Disaster and Emergency Services;

Prepares, and submits grant applications to state and federal agencies. Implements, supervises, and administers programs funded by successful grant applications.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of principles and techniques used in coordinating the delivery of developmental disability services; thorough knowledge of the organization and operation of the developmental disabilities services program including fiscal, budget, personnel, purchasing and data control functions; good knowledge of the techniques used in developing budget and contracts; good knowledge of principles and practices of public administration as they apply to Developmental Disabilities Administration; good knowledge of New York State rules and regulations as they apply to reimbursable programs related to developmental disabilities contract agencies and the Westchester DCMH Office of Developmental Services; ability to work cooperatively with other high level personnel; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: 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 managerial capacity, four of which must have been in a supervisory position in either a hospital, public health, mental health or mental retardation agency serving developmentally disabled individuals.

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

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.