

DIRECTOR OF PROGRAM DEVELOPMENT II (SCHOOL PROGRAMS)

GENERAL STATEMENT OF DUTIES: Administers and coordinates activities related to school based programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner, the incumbent of this position is administratively responsible for planning and coordinating all activities and services related to the school based programs of the Department of Community Mental Health. The position is also characterized by extensive contact with the officials of participating school districts, consulting and staff development agencies and other County departments. Staff supervision is exercised over administrative matters in the schools which participate in the Department of Community Mental Health programs for drug abuse prevention/early intervention services.

EXAMPLES OF WORK: (Illustrative Only)

Directs the planning, organization and coordination of the school based substance abuse prevention program through liaison with each school;

Maintains immediate control and monitors program expenditures;

Maintains the appropriateness of operations through liaison and reports to school districts, advisory committees and funding agencies;

Evaluates and selects written curriculum development and training materials for teacher, parent, and student services; communicates the material to operating staff; plans and coordinates in-service training and institutes and maintains compliance systems;

Keeps abreast of developments in the field of substance abuse prevention and treatment through participation in the activities of professional associations, etc.;

Prepares letters of agreement with participating schools;

Participates, or is represented, in meetings of local and state professional associations and activities;

Provides adequate public and community information regarding available services;

Obtains all necessary registrations and certificates.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of the operations of school based substance abuse prevention programs; thorough knowledge of organizational and administrative processes and techniques, good knowledge of administrative, reporting and control procedures and techniques associated with budget, personnel, purchasing, and statistical reporting; ability to work cooperatively with professional and non-professional personnel; ability to delegate responsibility effectively; initiative and creativity in recommending policy review or revision and developing procedural changes to improve and economize program services; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree* and either: (a) a Master's Degree* in a mental health discipline, mental health administration, public administration, public health or health care administration and six years experience in a clinical, planning, or program administration capacity, two of which must have been in a managerial position in public health, mental health, human services or education; or (b) seven years experience in a clinical, planning, or program administration capacity, two of which must have been in a managerial position in public health, mental health, human services or education.

*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.