

PROGRAM SPECIALIST (DISABLED)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the implementation of an informational and referral program responsive to the needs of the disabled; assists in coordinating the efforts of community organizations serving the disabled; and performs administrative functions in support of the operation of the Office of the Disabled. Supervision is exercised over a small number of support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs administrative staff functions in support of the operation of the Office for the Disabled including the preparation of the annual budget;

Oversees the information and referral service to insure the availability of support services for the disabled, their families and advocates;

Works with staff of other County departments and community agencies to plan and coordinate programs, services and special events for the disabled;

Researches and compiles material to keep abreast of public issues, developments in the field of services and new resources available or related to the disabled;

Prepares monthly and quarterly reports documenting fiscal and programmatic activities of the office;

Maintains time and leave balances for office staff and processes appropriate payroll documents;

May write or contribute to a newsletter or other community information brochures to keep them abreast of available activities and programs throughout the County and State;

Participates in planning and program development activities for the Office under supervision of the Director;

Attends meetings and conferences;

Represents the Director of the Office for the Disabled at various meetings, committees, and conferences.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of community organizations and resources available to the disabled population; good knowledge of issues affecting disabled people; good knowledge of the practices and procedures used in public administration and office management; ability to communicate effectively both orally and in writing; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) a Bachelor's Degree* and two years of administrative experience in a public or private agency providing services to the disabled; or (b) 30 credits toward a Master's Degree* may be substituted for each year of experience specified in (a); or (c) an equivalent combination of the foregoing training and experience within the limits of (a), and (b).

SUBSTITUTIONS: Credits toward a Masters Degree * may be substituted for the required experience at the rate of thirty credits per year of experience.

*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.