

**DEPARTMENT:** HEALTH DEPARTMENT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 26, 2021

**FLSA Status:** Exempt/Executive 2/18/2020

**DIRECTOR – CHILDREN WITH SPECIAL NEEDS**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for directing, coordinating and administering a variety of programs for children with special needs and their families. The Director plans, organizes, implements and evaluates the delivery of services provided by the division's staff and outside providers to ensure quality, cost effectiveness, and adherence to all applicable laws, rules, regulations, policies, and procedures. The Director is responsible for the development of programs, fiscal and administrative standards within the assigned programs, including billing, maintenance of records, grants and reports. The work involves communication with federal and state agencies, school districts and local agencies as well as the public. Duties are performed under the general supervision of the Director of Public Health. The incumbent exercises managerial oversight of division staff including staff development and initiating disciplinary proceedings over division staff and contractual agencies and their staff. Wide leeway is allowed for the use of independent judgment in determining operating methods and procedures in accordance with all applicable laws, rules, regulations, policies, and procedures. Does related duties as required.

**TYPICAL WORK ACTIVITIES:**

1. Plans, organizes, implements and evaluates services provided to young children with developmental delays, disabilities, or at risk of developmental delays and their families to ensure program compliance with all applicable laws, rules, regulations, policies, and procedures;
2. Advises the Public Health Director and Deputy Public Health Director on matters pertaining to division programs and related services;
3. Frequently interacts with all Division Directors to collaborate on strategic direction of the Department to ensure best practices are developed, implemented and evaluated for quality improvement purposes;
4. Exercises supervisory and managerial functions including disciplinary proceedings over a staff of professionals, paraprofessionals and clerical employees, including contractual staff;
5. Prepares program budgets, does budget forecasting, prepares grant requests and budgets, prepares contract requests, performs audits of billing and controls expenditures;
6. Oversees the coordination of activities between state and local agencies in meeting the goals and objectives of the program;
7. Oversees and monitors the administrative activities of a wide variety of programs including record keeping, billing, personnel management, reports and securing funding sources;
8. Interprets program goals and policies to division staff, individuals, groups and other community stakeholders including service providers and families;
9. Acts as a resource person and liaison with the community to develop an awareness of children with special needs;
10. Responds to the Niagara County Legislature and associated committees, the Niagara County Board of Health and other Government officials as requested;
11. Represents the division/department at conferences, meetings and other public outreach type activities, serves on boards, advisory committees, etc.;
12. Ensures that program objectives are effectively and efficiently carried out by division staff and outside providers;
13. Develops program policy and procedures, evaluates program operations, and recommends and implements changes in organization and procedures as required to meet program objectives;
14. Coordinates, supervises and conducts financial investigation for assigned programs;
15. Prepares financial, statistical and other reports to comply with all applicable reporting requirements;
16. Leads the Department in the administration of due process proceedings;
17. Utilizes modern office software applications including calendars, email, word processing, spreadsheets, and databases.

**CONTINUED**

## **DIRECTOR – CHILDREN WITH SPECIAL NEEDS CONTINUED**

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the laws and regulations which govern all assigned division programs; good knowledge of infant and toddler development; good knowledge of methods and principles of health administration and related special education programs for children with special needs; good knowledge of principles and practices of program evaluation; ability to understand and interpret complex written regulations; skill in operating modern computer technology and software applications at an acceptable rate of speed and accuracy; ability to maintain records and prepare financial, statistical, and narrative reports; ability to gain the cooperation of others; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as word processing, calendar, email and/or database software; thoroughness; tact; sound professional judgment; initiative; resourcefulness; dependability; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

**SUGGESTED PROMOTIONAL QUALIFICATIONS:** Three (3) years of permanent competitive status as either a Supervisor, Children with Special Needs or an Administrative Assistant in the Niagara County Health Department immediately preceding the date of examination.

### **OPEN COMPETITIVE:**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Special Education, Public Health, Public Administration, Business Administration, Audiology, Social Work, Speech Pathology, Occupational Therapy, Physical Therapy, Education, Health and Human Services, Nursing, or any other health related field and three (3) years of full-time paid professional health or special educational services experience, at least two (2) of which must have been in a supervisory or administrative capacity\*; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in any of the fields listed in (1) above and five (5) years of full-time paid experience as described in (1) above, at least two of which must have been in a supervisory or administrative capacity\*;

### **NOTE:**

1. Administrative experience is defined as the responsible direction and control of an organizational unit or program. In addition to the supervision of work groups, an administrator is involved in planning, resource allocation, program evaluation, and policy formulation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analysis or personnel, which do not involve the aforementioned responsibilities, are not considered administrative.
2. Supervisory experience is defined as the responsible direction and control of subordinate employees. This involves responsibility for planning for individuals in a work group including assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes increasing efficiency and dealing with problems of absenteeism, morale and discipline. Supervision must be an integral part of the job, not incidental or occasional.