

Jurisdictional Class: Competitive  
EEO Category: Protective Service – Non-Sworn  
Revised: 03/13/2023

## **DIRECTOR OF SPECIAL CHILDREN SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this position develops, coordinates, directs and supervises all the activities associated with the functions of the Oneida County Health Department's Education of Handicapped Children's Program, Early Intervention and Children with Special HealthCare Needs Program. This person is responsible for the maintenance of related records and procedures, development of agency conducted orientation, training and staff development programs, evaluation and on-going assessment of all programs for children with disabilities, maintenance of all applicable reports and data, communication with all necessary Federal, State, and Local authorities, participation in regional and statewide activities as appropriate. In addition, the director assesses and makes recommendations regarding all prospective job applicants and standards maintained by contractors to the Oneida County Health Department. Work is performed under the general supervision of the Commissioner of Health or Public Health Director. Supervision is exercised over professional and clerical staff. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Directs the implementation of agency systems and policies;  
Directs the maintenance and control of related records and files;  
Prepares and conducts training and staff development activities;  
Prepares and conducts various staff performance evaluations;  
Assures department and program compliance with applicable policies and regulatory procedures;  
Coordinates all matters relating to all programs for children with disabilities;  
Prepares Affirmative Action/Equal Employment Opportunity reports as required by Federal, State and Local agencies;  
Develops policy and procedure regarding implementation of various organizational designs;  
Performs related human resources management functions, including preparing annual training and staff development plans;  
Serves as Administrative Designee as Authorized Representative for the Municipality of Oneida County;  
Directs program planning and implementation activities;  
Consults appropriate county officials regarding legal, fiscal, and procedural questions;  
May serve as Early Intervention Official Designee;  
May represent county at school district committees on Preschool Special Education;  
Other duties assigned by the Commissioner of Health.

continued...

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Knowledge of human resources practices regarding employees recruitment, development, training, research and evaluation; knowledge of public and private personnel policies and directives; knowledge of Federal, State and local laws and regulations, policies and procedures regarding all programs, services, and appropriate payment methods for children with disabilities; ability to establish and maintain working relationships with staff and other agency officials within the community, county, state, etc.; ability to communicate effectively, both verbally and in written narrative form; ability to monitor and evaluate staff and program performance in the context of agency goals and objectives.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Master's Degree in Education, Public Administration, Health Services Management or a related field **AND** three (3) years paid experience in human services administration, disability services or a related field; **OR**
- (B) Possession of Bachelor's Degree in Education, Public Administration, Health Services Management or a related field **AND** five (5) years paid experience in human services administration, disability services or a related field.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**NOTE:** Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 01/24/2000  
Revised: 02/22/2010, 01/25/2017, 03/13/2023

\*Replaced Title: Supervisor – Education of Handicapped Children/Physically Handicapped Children's Program