



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Director of Community Services#**
Jurisdictional Class: Non-Competitive
Civil Division: Cayuga County
Adoption: CSM 03/29/08
Revised: CSM 5/14/08; 9/14/11; 2/01/12; 6/13/12 (CIT); 7/17/14; 10/19/21

DISTINGUISHING FEATURES OF THE CLASS: The Director of Community Services (sometimes also referred to as "Director of Mental Health", shall serve as the Executive Director to the Community Services Board ("CSB") and the chief Executive Officer of the Cayuga County Mental Health Department. As Executive Director to the CSB, the incumbent shall be responsible for exercising general direction in the planning, coordination, and operation of the programs that are provided to persons in need of mental health (MH), Persons with Developmental Disabilities (PWDD), and alcohol/substance abuse services (OASAS), established and funded pursuant to Mental Hygiene Law (Article 41) and shall recommend actions and policies to the Cayuga County Community Services Board for the purpose of establishing and maintaining comprehensive MH, PWDD and OASAS programs and services provided within the county.

As the CEO of the Mental Health Department, the incumbent shall serve as the department head and shall be responsible to the Cayuga County Legislature for financial planning, maintaining budgetary controls as well as organizing, directing, and coordinating the work of all employees, both professional and non-professional, in the Mental Health Department to achieve the effective and efficient operation of the multiple programs undertaken by the department.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as Chief Executive Officer of the Community Services Board;
Oversees the operation of the Cayuga County Mental Health Department;
Employs and removes such officers, employees and consultants in accordance with the standards as provided by law or otherwise authorized as may be necessary for the work of the board within the amounts made available by appropriations;
Provides general administrative oversight, program monitoring and quality control over all the MH, MRDD and OASAS services, including in-patient units in general hospitals in the community;
Exercises general supervision over the treatment of persons who are receiving local or unified services or who are in local facilities;
Makes recommendations to the board for the provision of services and the establishment of facilities, including contracts and other matters necessary as desirable to ensure the effective direction and administration of a local comprehensive service system within the confines of appropriated funds and policy;
With the CSB, has the power, with the approval of the Cayuga County Legislature, to enter into contracts for the provision of services, including the provision of community support services;
Encourages the development and expansion of preventive rehabilitation and treatment programs in the fields of mental health, mental retardation/developmental disabilities, and alcohol/substance abuse services;
Makes an annual report to the Community Services Board and Cayuga County Legislature of the programs under NYS Consolidated Mental Hygiene Law, Article 41, including a fiscal accounting;
Carries on such activities as may be appropriate to planning, advocacy, service coordination and quality assurance of local service and local facilities;
Carries on such studies as may be appropriate for the discharge of the duties of the position;
Performs related tasks as needed and directed by the CSB and/or the Cayuga County Legislature.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of State and local laws related to the administration of social service programs;
Comprehensive knowledge of principles and practices of business and public administration;
Comprehensive knowledge of budget preparation and expenditure control;
Comprehensive knowledge of governmental structure and resources;
Thorough knowledge of the state and federal laws, regulations and mandates, which govern the delivery of mental health services;
Thorough knowledge of the community service agencies and social service agencies available in a county;
Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to mental health, mental retardation/developmental disabilities and alcohol/substance abuse;
Ability to formulate a local government needs assessment for program needs;
Ability to plan, assign and supervise the work of others;
Ability to establish and maintain effective working relationships with clients, vendors, CSB and county;
Ability to prepare and deliver presentations in a clear, concise and articulate manner;
Ability to provide leadership and secure the cooperation of others by communicating effectively, both orally and in writing, with a variety of individuals at all levels of government;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Qualifications are established by the NYS Commissioner of Mental Health (14 NYCRR 102.6), and individual is subject to the approval of IOCC (Inter-Office Coordinating Council) prior to permanent appointment.

- (A) Each director of Cayuga County Community Services appointed in accordance to Part 102 shall meet the following requirements:
- (1) The individual shall be a physician licensed to practice medicine in New York State who shall be deemed board certified or board eligible in psychiatry, neurology, pediatrics; OR
 - (2) The individual shall be a psychologist who is currently licensed as a psychologist by the New York State Education Department; OR
 - (3) The individual shall have obtained a master's degree in social work, and is currently licensed as a licensed master social worker or as a licensed clinical social worker by the New York State Education Department; OR
 - (4) The individual shall have obtained a master's degree in psychiatric mental health nursing and shall be licensed by the New York State Education Department as a registered nurse; OR
 - (5) The individual shall have obtained a master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration, or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department; AND
 - (6) The individual must have obtained a degree or degrees from a college or university recognized by the New York State Education Department; AND
 - (7) The individual with a doctoral degree or medical degree, or an individual with a master's degree shall have had at least five years of progressively responsible clinical and/or administrative experience in a governmental, private, not-for-profit or proprietary program providing services for people who have had a diagnosis of mental illness, mental retardation, developmental disability, alcoholism or substance abuse.

At least two of the five years shall include functioning in an administrative capacity for the management of a program in which the candidate was responsible for the overall direction and control of an identifiable organizational unit or program. Such experience shall be specifically related to the powers and duties of the Director of Community Mental Health Services as set forth herein.

- (B) When a local governmental unit appoints a director of community services with an administrative degree as defined in paragraph (A)(5) of this section, the local governmental unit shall also designate a senior level clinician with responsibilities for supervision of clinical services. Such designee shall have a clinical degree and licensure or certification in addition to demonstrable clinical work experience.