

Greene County Public Health Job Announcement: Director of Early Intervention

\$75,784 - \$80,784 annually

This is a full-time, provisional appointment. Permanent appointment contingent upon Civil Service examination.

The incumbent in this position develops, coordinates, directs, and supervises all the activities associated with the functions of the Greene County Public Health Department's Early Intervention Program. This position is responsible for budget preparation and fiscal management, 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 incumbent assesses and makes recommendations regarding all prospective job applicants and standards maintained by contractors to the Greene County Public Health Department. Work is performed under the general supervision of the Public Health Director or Deputy Public Health Director. Supervision is exercised over professional and clerical staff. Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Through knowledge of business administration, budgeting, and fiscal management, including grant funded programs; Thorough knowledge of modern methods used in keeping and checking financial records and reports; Thorough knowledge of Federal, State, and local laws and regulations, policies and procedures regarding all programs, services, and appropriate payment methods for children with disabilities; Good knowledge of human resources practices and procedures regarding employees recruitment, development, training, research, and evaluation; Good knowledge of office administration, record keeping, and reporting; Ability to plan and supervise the work of others; Ability to establish and maintain effective working relationships with the public and employees; Ability to communicate effectively, both verbally and in writing; Ability to monitor and evaluate staff and program performance in the context of program goals and objectives; Good judgment, tact, and courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Education, Public Administration, Business Administration, Health Services Administration, or a closely related field **AND** three (3) years of experience in the administration of a program* providing services to children with developmental delays or disabilities;
- OR**
- B. Possession of a Bachelor's Degree in Education, Public or Business Administration, Health Services Administration or a closely related field **AND** four (4) years of experience in the administration of a program* providing services to children with developmental delays or disabilities;
- OR**
- C. Possession of an Associates Degree in Education, Public or Business Administration, Health Services Administration or a closely related field **AND** six (6) years of experience in the administration of a program* providing services to children with developmental delays or disabilities.

***Administration of a program:** Responsible direction and control of an identifiable 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. **PLEASE NOTE:** Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analysis, or personnel, which do not involve the above stated responsibilities, are not considered administrative experience.

NOTES:

- 1. Your degree 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/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.
- 2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Must possess and maintain a valid New York State driver's license with access to transportation to meet travel requirements involving travel to parts of the County, State, and occasional travel out-of- state.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

Applications can be obtained at: <https://www.greengovernment.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@greencountyny.gov.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.