

## **DIRECTOR OF COMMUNITY SERVICES**

**JOB CODE:** 1500  
**LOCATION:** Tioga County Dept. of Mental Hygiene  
**CLASSIFICATION:** Non Competitive (Policy Influencing Confidential)  
**SALARY:** Non-Union  
**ADOPTED:** 1/98; Revised: 3/09, 5/12; 03/19 Tioga Co. Personnel & Civil Service

**\*PUBLIC OFFICER, no term**

**DISTINGUISHING FEATURES OF THE CLASS:** The Director of Community Services serves as the Chief Executive Officer of the unit of local government responsible for the oversight of community mental hygiene services, providing general direction in the budgeting, planning, coordination and operation of mental health, developmental disabilities, and alcoholism/substance abuse services provided within the community. The Director makes policy recommendations to the Community Services Board, and communicates with both the Community Services Board and the Tioga County Legislature, relative to budgeting and the establishment of facilities and control of services. The Director is responsible for exercising general supervision and program monitoring over local services and facilities, and supervises professional, administrative, and clerical staff employed by the County Mental Hygiene Department. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Directs and provides planning oversight for community mental health, developmental disabilities and alcoholism and substance services which may include the inpatient units in general hospitals;
- Directs treatment of patients in services and facilities provided by the mental hygiene agency;
- Plans, organizes and supervises psychiatric rehabilitation services;
- Coordinates mental hygiene services with other authorized public health agencies and groups;
- Interprets activities to the community in promoting maximum use of mental health, developmental disabilities and alcoholism/substance abuse services;
- Prepares an annual report of the programs under his direction, including a fiscal accounting;
- Conducts studies related to the promotion of mental health, developmental disabilities, and alcoholism/substance abuse service or the prevention of psychiatric disorders;
- May, on appointment of one of the State Commissioners of Mental Hygiene, serve as a member of a regional or state mental hygiene advisory committee;
- Makes staffing, budgeting and policy recommendations to Community Services Board and County Legislature for immediate and long range programming;
- Represents the Community Services Board to the County Legislature and state agencies;
- Encourages the development and expansion of preventive, rehabilitative and treatment programs in the fields of mental hygiene including the establishment of facilities for these purposes;
- Serves as an intermediary between community services and the state agencies that fund and regulate these services;
- Directs and oversees the budget for mental hygiene services in the county that are funded by the county, state and federal governments.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the modern mental hygiene systems, programs, services and practice; comprehensive knowledge of theory and practice of Community Mental Hygiene and the treatment of mental illness, substance abuse and developmental disabilities; the ability to develop, organize and supervise the short-range and long-range plans for the provisions of mental health, mental retardation and alcoholism/substance abuse services in a specific geographic area; ability to plan, organize and supervise services designed to prevent mental illness, addictions and mental retardation and development disabilities and to promote care, treatment and training appropriate for this purpose;

## 2. Director of Community Services

knowledge of current administrative practices in the community mental hygiene field; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS (Either):**

- a) Possession of current license to practice medicine in New York State and deemed board certified or board eligible in psychiatry, neurology, pediatrics; **or**
- b) Possession of current license by the New York State Education Department to practice as a psychologist; **or**
- c) Possession of 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**
- d) Possession of a Master's degree in psychiatric mental health nursing and current license by the New York State Education Department as a registered nurse; **or**
- e) Possession of a Master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human service administration, business administration or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department;

### **AND**

Five (5) 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 a diagnosis of mental illness, mental retardation, developmental disability, alcoholism or substance abuse. At least two (2) 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 services in accordance with section 102.7, Mental Hygiene Law.

**NOTE:** The individual must have obtained a degree or degrees from a college or university recognized by the New York State Education Department.

### **SPECIAL NOTES:**

- If the Tioga County Legislature appoints a Director of Community Health Services with an administrative degree as defined in (e) above, then the Tioga County Legislature shall also designate a senior level clinician with responsibility for the supervision of clinical services. Such designee shall have a clinical degree and licensure or certification in addition to demonstrable clinical work experience.
- The Inter-Office Coordinating Council, New York State Department of Mental Hygiene, must approve candidate qualifications prior to permanent appointment.