

DIRECTOR OF COMMUNITY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for serving as chief executive officer of the local governmental agency responsible for the community mental health program, exercising general direction in the planning, coordination and operation of the mental health, alcohol/substance abuse, and developmental disabilities services provided within the County. The Director of Community Mental Health Services recommends actions and policies to the County Legislature and Community Services Board for the purpose of establishing and maintaining a comprehensive mental health, alcohol/substance abuse, and developmental disabilities program. Such suggestions may include the establishment of facilities and the control of services. Supervision is exercised over subordinate professional, para-professional, administrative and clerical staff.

TYPICAL WORK ACTIVITIES:

- Directs community mental health, alcohol/substance abuse and developmental disabilities services, including inpatient units in general hospitals;
- Directs treatment of patients in services and facilities provided by the mental health agency;
- Plans, organizes and supervises psychiatric rehabilitation services;
- Coordinates mental health services with other authorized public health agencies and groups;
- Interprets activities to the community in promoting maximum use of mental health, alcohol/substance abuse and developmental disabilities services;
- Prepares an annual report of the programs under his direction, including fiscal accounting;
- Conducts studies related to the promotion of mental health, alcohol/substance abuse and developmental disabilities services;
- May, on appointment of the Commissioner of Mental Hygiene, serve as a member of a regional mental health advisory committee;
- Makes staffing and budgeting recommendations to the County Legislature and Community Services Board for immediate and long-range programming;
- Encourages the development and expansion of preventive, rehabilitative, and treatment programs in the field of mental health, alcohol/substance abuse and developmental disabilities, including the establishment of facilities for these purposes.

FULL PERFORMANCE KNOWLEDGES, SKILL, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the modern theory and practice of psychiatry; thorough knowledge of medical and social psychology, psychopathology and psychotherapy; working knowledge of current administrative practices in the community mental health field; ability to develop, organize and supervise the short-range and long-range plans for the provisions of mental health, alcohol/substance abuse and developmental disabilities services in a specific geographic area; ability to plan, organize and supervise services designed to prevent psychiatric disabilities and to promote care, treatment and training appropriate for this purpose; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Each Director of Community Mental Health Services appointed on or after the effective date (9/23/92) of this Part (Sec. 102.6 of Title 14, Mental Hygiene) shall meet the following requirements:

- Either** (A) 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** (B) The individual shall be a psychologist who is currently licensed as a psychologist by the New York State Education Department;

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Or (C) The individual shall have obtained a Master's Degree in social work, and is currently licensed as a certified social worker by the New York State Education Department;

Or (D) 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; **AND**

(E) The individual must have obtained a degree or degrees from a college or university recognized by the New York State Education Department; **AND**

(F) 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 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 services in accordance with Section 102.7 of this Part.

Non-Competitive Class

Adopted CSC Action 06/25/1985

CIT, CSC Action 08/27/1985

Revised 12/8/2015 Personnel Officer