

DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Serves as the 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 and mental retardation services provided within the community. Makes recommendations to Mental Health Board (including the establishment of facilities and control of services) towards attaining a comprehensive community mental health and mental retardation program. Work is performed under the direction of the County Legislative Body and under the administrative direction of the County Administrator. Supervises subordinate professional, administrative, sub-professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs community mental health and mental retardation services, including the 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 and mental retardation services;
 Prepares an annual report of the programs under his direction, including a fiscal accounting;
 Conducts studies related to the promotion of mental health and mental retardation services or the prevention of psychiatric disorders;
 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 Mental Health Board for immediate and long-range programming;
 Encourages the development and expansion of preventive, rehabilitative and treatment programs in the fields of mental health and mental retardation, including the establishment of facilities for these purposes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the modern theory and practice of psychiatry; a thorough knowledge of basic psychiatric sciences, community psychiatry, medical and social psychology, psychopathology, psychotherapy, and the function and pertinent pathology of the nervous system; the ability to develop, organize and supervise the short-range and long-range plans for the provisions of mental health and mental retardation services in a specific geographic area; the ability to plan, organize and supervise services designed to prevent psychiatric disabilities and to promote care, treatment and training appropriate for this purpose; a knowledge of current administrative practices in the community mental health field.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a license to practice medicine in the State of New York and three years of formal or supervised training in an inpatient or outpatient mental health program plus two additional years of clinical or administrative experience in mental health. Two years of the five years of experience must have been in a supervisory or clinical administrative capacity in a community mental health program; or
2. New York State certification as a Psychologist and a Doctorate in Psychology conferred by a university recognized by the New York State Education Department and at least five years of progressively responsible experience working in programs for the mentally ill, mentally retarded or the alcoholic. Two years of the five years of experience must have been in an administrative capacity; or
3. Certification by the New York State Department of Education as a Social Worker and Master of Social Work degree from a university recognized by the New York State Department of Education and at least seven years of progressively responsible experience working in programs for the mentally ill, mentally retarded or the alcoholic. Two years of the seven years of experience must have been in an administrative capacity.

NOTE: If the appointee does not meet these requirements of administrative experience, then an Administrative Officer must be employed by the agency. This does not preclude the employment of an Administrative Officer where the candidate for Director meets or exceeds these minimal requirements.

Agreed to by Municipal Service Division and Department of Mental Hygiene, Division for Local Services and are based on the license requirements of the Education Law.
June 1973

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: AUGUST 9, 1993

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE