



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **SPECIAL CHILDREN'S SERVICES ADMINISTRATOR**
(Provisional* Appointment)

SALARY: \$60,695 - \$78,271 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This is a management position in the Department of Public Health responsible for implementing special children's services activities and programs for infants and preschoolers in need of special education services in Monroe County. Work is conducted in accordance with rules, regulations and guidelines promulgated by the New York State Education Department. General supervision is exercised over the administrative function of special children's services such as financing, auditing and human resources. The employee reports directly to and works under the general supervision of a management level employee with wide latitude allowed for the exercise of independent judgment. General supervision is exercised over a subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public or Business Administration, Public Health, Education, Special Education, or a human services or behavioral science field**, plus one (1) year of paid full time or its part time equivalent administrative or supervisory experience in a human services setting***, or special education, or children's services; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public or Business Administration, Public Health, Education, Special Education, or a human services or behavioral science field**, plus two (2) years of paid full time or its part time equivalent experience in a human services setting***, or special education, or children's services, one (1) year of which must have been in an administrative or supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus three (3) years of experience as defined in (B) above, one (1) year of which must have been in an administrative or supervisory capacity; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**Human Services includes, but is not limited to, Social Work, Social Welfare, Counseling, Educational Psychology, Industrial and Labor Relations. Behavioral Science includes, but is not limited to, Psychology, Sociology, and Anthropology.

***Human services setting is defined as an organization whose function is to provide assistance to individuals in need. Human service agencies are involved in the delivery of social, economic or emotional support

services to people in our society who are having difficulty coping with the pressures or strains of life and/or to enhance the quality of life. Experience must involve direct contact with clients in need of services and requires judgment on the part of the individual in dealing with and responding to the client.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B
ROCHESTER, NY 14620

Posting Date: March 21, 2019

Posting Deadline: April 5, 2019

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.