

DIRECTOR - NOR-WEST

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Board of Directors, an incumbent of this position is responsible for the management and administration of the overall business and program components of the Nor-West Regional Special Services Program which provides community-based therapeutic recreation and respite programs to enhance the physical, cognitive, emotional, and social functioning of children, teens and adults with developmental disabilities of participating municipalities (Town and Village of Ossining, Town of Yorktown, City of Peekskill, Villages of Croton and Buchanan and the Town of Cortlandt.) Responsibilities include the fiscal and programmatic management of all programs as well as the procurement of funding through the Office for People with Developmental Disabilities (OPWDD) Medicaid Waiver Services, State and Local financing of programs and services; public relations as it pertains to representing the program or program clients at meetings, public awareness campaigns, etc.; and the development/implementation of policies, long range plans, or procedures as approved by the Board of Directors. The incumbent assures that programs and services are in compliance with the Office for People with Developmental Disabilities (OPWDD), State Agency and Local regulations, ordinances and requirements. Direct supervision is exercised over full-time subordinate and part-time office staff. Indirect supervision is exercised over part-time program staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Manages and administers the business and programmatic component of the Nor-West Program to ensure compliance with State Agency and County regulations and procedures and Labor Department and Health Department regulations;

Prepares the annual agency budget, as well as quarterly/annual expenditure reports, to present to the Board of Directors and to ensure the fiscal integrity of the program;

Monitors agency budget and prepares budget transfers, as required;

Develops and implements various policies and procedures relating to the business/ fiscal/program/personnel aspects of Nor-West, either independently or with the approval of the Board of Directors, as required;

Responsible for Medicaid billing and compliance as pertains with the Office of Medicaid Inspector General (OMIG) and with the Office for People with Developmental Disabilities (OPWDD);

Prepares budgets and applications for various state and federal grants to secure funding sources for programs and services and prepares expenditure and program reports, as required;

Prepares for and conducts quarterly meetings of Board of Directors to appraise them of the current status of the Program, its current fiscal position, and any policy or planning matters which need to be discussed;

Develops and implements agency strategic planning for future program needs and resources;

Develops and implements risk management policies and procedures related to program transportation services, and recreation and respite activities;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Develops and implements various compliance activities, policies and procedures for State and County administrative agencies;

Develops and implements various marketing, public relations and public awareness campaigns representing the program or its clients before various community groups, parents/guardian groups or elected or appointed officials of the participating municipalities;

Represents Nor-West on various local/county task forces and community organizations regarding the needs of the developmentally disabled;

Develops and implements orientation and training materials for part-time staff;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Local, State and Federal rules, and the regulations, ordinances and laws set forth by the Office for People with Developmental Disabilities regarding services for the developmentally disabled; thorough knowledge of the public sector budgetary process and Human Service administrative/management functions; good knowledge of the social, medical and recreational needs of the developmentally disabled; working knowledge of social systems analysis in problem identification/solution; ability to develop data in the preparation of budgets and other reports or grant applications; ability to identify problems (cause and effect relationship), develop alternatives and implement/evaluate solutions; ability to interpret computer generated data and information for fiscal management purposes; ability to present ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with public officials, employees and the general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; thoroughness and dependability; courtesy; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and two (2) years of work experience in an administrative support capacity which must have included budget preparation, program management and supervision.

SUBSTITUTION: A Master's Degree* in Public or Business Administration, Human Services or a related field may be substituted for one (1) year of the experience described above. There is no substitution for the additional one (1) year of specified work experience.

*SPECIAL NOTE: Education beyond the secondary level 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/U.S. Secretary of Education.