

DIRECTOR, OFFICE FOR PEOPLE WITH DISABILITIES*

DISTINGUISHING FEATURES OF THE CLASS: This role involves administrative and professional responsibilities for planning, developing, coordinating and implementing policies, programs and services aimed at addressing the needs of individuals with disabilities in the County. The incumbent serves as the County's primary advocate on disability issues, ensures compliance with applicable federal and state disability rights and laws (e.g., Americans with Disabilities Act (ADA), New York State Human Rights Law) and advises County leadership on policy matters affecting individuals with disabilities. The incumbent in this position may be required to work evenings and weekends. The work is performed under the general direction of the County Executive or their designee with a wide latitude for independent judgement in program development, intergovernmental relations and community outreach. Supervision may be provided to lower-level staff and/or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements outreach initiatives to enhance public understanding of the challenges and strengths of individuals with disabilities and to expand their access to opportunities and full participation within the community;

Provides guidance to the County Executive, County Legislature and county departments by recommending policies and strategic improvements that support compliance with disability-related laws, regulations and best practices;

Disseminates information about the office's initiatives for individuals with disabilities by engaging with schools, community organizations and groups to promote awareness and encourage participation;

Develops strategic partnerships with local businesses, healthcare providers, government agencies, etc. to promote inclusive practices and employment opportunities for individuals with disabilities;

Serves as a community advocate and liaison for individuals with disabilities by engaging in projects, addressing concerns and supporting initiatives within the community;

Enhances community awareness by coordinating informational sessions and creating educational materials;

Monitors compliance with accessibility laws and regulations, offering guidance and support to ensure public programs and services meet ADA standards;

Ensures access to information and connects individuals and organizations with relevant services tailored to their inquiries and needs;

Monitors all inquiries and prepares reports and responses as needed;

Develops the proposed budget and allocates expenditures;

Attends meetings and conferences, as needed;

May supervise staff and/or volunteers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and any other federal and local laws, rules and regulations as they pertain to the administration of programs for individuals with disabilities; thorough knowledge of the issues affecting individuals with disabilities; good knowledge of community organizations and resources available to provide services to individuals with disabilities; good knowledge of administrative principles, practices and procedures; ability to supervise the work of others; ability to demonstrate empathy in critical moments; ability to establish and maintain effective cooperative relationships with individuals and groups; ability to communicate effectively, both orally and in writing; ability to analyze data, prepare reports and make evidence based recommendations, etc.; possess good listening skills; possess budget development and resource management skills.

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and four (4) years of post-degree paid full-time work experience in the development, management, administration or coordination of services or programs for individuals with disabilities, or in the legal and/or regulatory compliance and enforcement of such services and programs for individuals with disabilities, at least two (2) years of which must have been in a supervisory or managerial capacity.

NOTES:

1. A Master's degree or higher in Human Services, Education, Public Administration, Disability Studies, Law, Mental Health or a comparable degree may be substituted for one (1) year of the required general work experience.
2. Graduation from high school or possession of an equivalency diploma plus additional years of the required experience may be substituted for college on a year-for-year basis.

*This reflects a retitling of Director, Office for the Physically Handicapped.