

# ONEIDA COUNTY NOTICE OF VACANCY

**DEPARTMENT:** Public Health  
**TITLE:** Director of Special Children Services  
**SALARY (GRADE):** \$68,243 (38M) Plus Excellent Benefits

**THIS IS A COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this position develops, coordinates, directs and supervises all the activities associated with the functions of the Oneida County Health Department's Education of Handicapped Children's Program, Early Intervention and Children with Special HealthCare Needs Program. This person is responsible for the maintenance of related records and procedures, development of agency conducted orientation, training and staff development programs, evaluation, and on-going assessment of all programs for children with disabilities, maintenance of all applicable reports and data, communication with all necessary Federal, State, and Local authorities, participation in regional and statewide activities as appropriate. In addition, the director assesses and makes recommendations regarding all prospective job applicants and standards maintained by contractors to the Oneida County Health Department. Work is performed under the general supervision of the Commissioner of Health or Public Health Director. Supervision is exercised over professional and clerical staff. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of a Master's Degree in Education, Public Administration, Health Services Management or a related field **AND** three (3) years paid experience in human services administration, disability services or a related field; **OR**
- (B) Possession of Bachelor's Degree in Education, Public Administration, Health Services Management or a related field **AND** five (5) years paid experience in human services administration, disability services or a related field.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.

**NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) 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. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

**HOW TO APPLY:** Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** May 12, 2023

**\*\*Oneida County is an equal opportunity employer\*\***

03/13/2023