



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Public Health

CIVIL SERVICE TITLE: Director of Special Children Services
(NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$75,956 (38M) Plus Excellent Benefits

APPLICATION DEADLINE: November 30, 2025

APPLY ONLINE*: <https://oneida-portal.mycivilservice.com/post/jobopps>



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 at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

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

If you do not have internet access, paper applications can be picked up at the Oneida County Office Building (Utica, NY) in the Personnel Department. You may also request a paper application to be mailed by calling 315-798-5726.

Issued: 09/08/2025