

DIRECTOR, OFFICE FOR PEOPLE WITH DISABILITIES*

DISTINGUISHING FEATURES OF THE CLASS: This is primarily advocacy work of a complex nature involving the development and implementation of programs to assist the disabled in becoming more self-sufficient, advocating for changes to solve problems facing the disabled, and providing specialized services not provided by other County departments. In addition, responsibility is included for ensuring County government compliance with federal and state laws affecting people with disabilities, including, but not limited to, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The work is performed under the general direction of the County Executive or his/her designee. Supervision may be provided to staff and/or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops strategies to raise public awareness of the needs and abilities of people with disabilities to expand their opportunities in the community;
Recommends policies to the County Executive, County Legislature and various county agencies;
Promotes activities of the Office for People with Disabilities by meeting with and providing information to community groups, schools, etc.;
Serves as a community advocate and resource for the disabled (e.g. works on projects, issues and all advocacy involving disabled);
Provides information and referral services in response to inquiries from and interviews with consumers and organizations;
Oversees the proper recording of all inquiries and prepares reports and responses, as required;
Prepares the proposed budget and allocates expenditures;
May supervise staff and/or volunteers;
May attend meetings and conferences, as needed.

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 laws affecting people with disabilities; thorough knowledge of the characteristics, needs and interests of disabled persons; good knowledge of public assistance programs offered to the handicapped; good knowledge of problems faced by the disabled; working knowledge of administrative practices and procedures; ability to establish and maintain cooperative relations; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree and four (4) years work experience in the delivery of health, social, educational, recreational or community services for the disabled, or in the field of counseling the disabled.

NOTE: Additional years of the required experience may be substituted for college on the basis of one (1) year of experience for two (2) years of education.

*This reflects a retitling of Director, Office For The Physically Handicapped.