

DIRECTOR OF THE LOCAL GOVERNMENT UNIT

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for serving as the chief executive officer of the Local Government Unit responsible for community service programs and for exercising general direction over the planning, coordination, administration, and operation of services provided within the County for individuals with mental illness, developmental disabilities, and substance use disorders. The Director of the Local Government Unit reports to the County Manager and recommends actions and policies to the Community Services Board and County Manager for the purpose of establishing and maintaining a comprehensive and coordinated system of services. Supervision is exercised over subordinate professional, paraprofessional, administrative, and clerical staff. The Director provides general oversight of agencies that enter into contracts with the County for the provision of community services and is responsible for ensuring that contracted services are effectively administered and comply with applicable Federal, State, and local laws, regulations, and contractual requirements. The incumbent performs related work as required, including, but not limited to, the duties and responsibilities outlined in Part 102 of Title 14 of the New York State Codes, Rules, and Regulations, as now existing and hereafter amended.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Maintains general oversight of community mental health, developmental disabilities, and alcohol and drug services, including inpatient services provided through general hospitals;

Exercises general supervision over local services and local facilities as such terms are defined in subdivisions 3 and 5, respectively, of Section 41.03 of the Mental Hygiene Law;

Exercises general supervision over the treatment of individuals receiving local services or residing in local facilities;

Develops, recommends, and administers contracts with local agencies for the provision of services under a unified services plan and monitors contracted programs to ensure compliance with contractual requirements and applicable Federal, State, and local laws and regulations;

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Monitors and evaluates the delivery, quality, effectiveness, and coordination of services provided by contracted agencies to ensure that programs are comprehensive, client-centered, well-integrated, and responsive to community needs;

Encourages the development and expansion of preventive, rehabilitative, and treatment programs in the fields of mental health, developmental disabilities, and alcohol and drug services, including the establishment and enhancement of facilities and programs necessary to meet community needs;

Makes recommendations to the County Legislature, County Manager, and Community Services Board regarding the establishment and modification of facilities, services, contracts, programs, and other matters necessary to ensure the effective direction and administration of a comprehensive local service system;

Makes staffing, organizational, programmatic, and budgetary recommendations to the County Manager for immediate and long-range planning;

May serve as an applicant for the involuntary hospitalization of an individual or may direct the removal of an individual to an approved hospital for evaluation as provided in Article 9 of the Mental Hygiene Law of New York State;

Coordinates local mental hygiene services with the New York State Department of Mental Hygiene, other local government units throughout New York State, and other authorized public health agencies, community organizations, and service providers;

Meets with consumers, individually and in groups, and engages with community stakeholders to assess service needs, promote quality services, and identify opportunities for improvement;

Promotes awareness and maximum utilization of available mental health, developmental disabilities, and alcohol and drug services through community outreach, education, and coordination with public and private organizations;

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- Prepares an annual report concerning programs and activities under the Director's purview, including programmatic and fiscal information;
- Conducts studies and analyzes data related to the delivery, effectiveness, and availability of mental health, developmental disabilities, and alcohol and drug services and uses findings to inform program planning and resource allocation;
- Assists in the development, implementation, and monitoring of performance standards and performance measurement systems for programs and contracted agencies;
- Evaluates contractual agency performance by comparing program outcomes to established goals and objectives and analyzing program costs in relation to services and outcomes to support recommendations regarding resource allocation and program improvement;
- Maintains oversight of contractual budgets, reviews expenditures and vouchers, audits monies spent in relation to services rendered, and assists in the preparation of budgetary information and recommendations;
- Researches emerging programs, identifies client and community needs and regulatory priorities, identifies potential funding sources, develops and supports grant applications, and participates in the development and implementation of program initiatives;
- Supervises single point of entry committees and related processes to assist in determining appropriate services for individuals and the agencies responsible for providing those services;
- Collaborates with community support programs and educational, vocational, housing, health, and other service systems to promote coordination, continuity of care, and availability of services;
- Prepares, submits, and delivers verbal and written correspondence, reports, recommendations, and other materials in accordance with administrative policies and procedures;

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Keeps apprised of current developments, changes, innovations, best practices, and emerging programs in the behavioral health fields through professional networks, community meetings, journals, academic associations, training, and other professional resources; Provides leadership and direction in quality improvement and utilization review activities and follows through on plans of correction and other corrective actions as necessary; and Assists in the compilation and analysis of data for use in the preparation of the annual County budget and other administrative and financial reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Strong working knowledge of the factors which contribute to mental, emotional, physical, and social maladjustment and of therapeutic techniques used to treat those affected; excellent organizational and administrative skills; good knowledge of the principles and practices involved in directing the activities of a subordinate staff, including subordinate supervisors; ability to identify and resolve intra-agency and interagency problems; working knowledge of statistics and data analysis; ability to organize, direct, and coordinate quality improvement and utilization review activities; ability to prepare, interpret, and present technical and informational data for administrative use; ability to supervise professional staff and follow through on plans of correction; ability to develop and evaluate programs and services; ability to analyze and evaluate reports, budgets, program outcomes, and performance data; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with governmental officials, community agencies, service providers, consumers, employees, and the general public; and ability to work effectively with a variety of people.

MINIMUM QUALIFICATIONS: Either:

(A) Possession of a Doctoral Degree in Clinical Psychology. The doctoral degree must have been granted on the basis of completion of a program of psychology registered with the New York State Department of Education, or the substantial equivalent thereof, in accordance with the New York State Commissioner of Education's regulations, **and** current licensure as a Psychologist issued by the New York

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State Department of Education, **and** three (3) years of post-licensure experience, one (1) year of which shall have included clinical supervisory experience, and one (1) year of which shall have included working in an administrative capacity; or

(B) Possession of a Master's Degree in Social Work or Mental Health Counseling, **and** current licensure as a Licensed Clinical Social Worker (LMSW or LCSW), or licensure as a Licensed Mental Health Counselor (LMHC) issued by the New York State Department of Education, **and** five (5) years of post-licensure experience, three (3) years of which shall have included high-level clinical supervisory experience, two (2) years of which shall have included working in an administrative capacity; or

(C) Possession of a Master's Degree in Nursing, or a health or behavioral health related field, including a one (1) year practicum or one (1) year post-degree experience if no practicum, **and** current licensure as a Registered Professional Nurse by the New York State Department of Education, **and** five (5) years of post-licensure experience, three (3) years of which shall have included high-level clinical supervisory experience, two (2) years of which shall have included working in an administrative capacity.

NOTE: Your degree or college credits must have been awarded or earned 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 your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 8/4/2026

Jurisdictional Class: Competitive

Public Hearing:

NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 8/26/2026