

EXECUTIVE DIRECTOR-OFFICE FOR THE DISABLED

Y113
N.C.
JG XIII
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, supervising, and coordinating the activities of the Office for the Disabled in Erie County. The work includes responsibility for analyzing, evaluating and developing recommendations for the enhancement of existing programs and services and the development of new programs and services to meet the needs of the disabled in Erie County. The incumbent acts as an advocate for the disabled citizens of Erie County and assists local agencies in defining and coordinating the delivery of services to disabled individuals. The work is performed under the general direction of a higher-ranking administrative employee. Supervision is exercised over a small number of staff within the Office for the Disabled. Does related work as required.

TYPICAL WORK ACTIVITIES:

Serves as an advocate for the disabled concerning their rights as citizens, including such areas as transportation, architectural barriers and rehabilitation, education, recreation, economic security, housing and home health care, parking and employment;

Maintains constant communication with public and private agencies which provide services to the disabled, developing a knowledge and understanding of their services and problems;

Develops and coordinates a public awareness program to inform the public of the needs of the disabled;

Prepares and disseminates information to the press;

Coordinates efforts to identify and eliminate gaps in services and programs for the disabled;

Works directly with public and private agencies providing services to the disabled, helping these agencies in the coordination and delivery of services and informing them of the progress of County efforts for the disabled;

Works directly with public officials, semi-public agencies and County departments in the development and coordination of services and opportunities for the disabled in such areas as transportation, employment, education architectural barriers, parking, recreation and more;

Develops and coordinates a referral service for the disabled of the County;

Prepares reports on services and programs for the disabled and makes recommendations for the development of new and improvement of existing services;

Trains, supervises and coordinates the work of a subordinate staff engaged in the development, coordination and referral of services for the disabled;

Locates and provides insight into development of services for the hidden or marginally disabled community;

Serves on various committees, advisory councils and related groups whose main objective is the development, provision and enhancement of services for the disabled;

Performs such further duties as may be prescribed or directed by the County Executive or the County legislature;

Assists department in devising reasonable accommodations for employees in conjunction with unions and other organizations.

Continued.....

EXECUTIVE DIRECTOR-OFFICE FOR THE DISABLED:

Y113
Page 2

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the needs of the disabled; thorough knowledge of the problems encountered by disabled individuals with regard to transportation, architectural barriers, education, recreation, housing, parking, employment and economic security; good knowledge of the Rehabilitation Act of 1973 and amendments of 1978; good knowledge of community organizations and programs for the disabled; good knowledge of Federal, State and private agencies and organizations involved in assisting programs for the disabled; good knowledge of current trends and sources of information relating to the improvement of services for the disabled; ability to deal with community groups and agencies in a harmonious manner; ability to communicate effectively; ability to coordinate the efforts of others; tact; dependability; sound judgment; empathy; determination, persistence; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and four (4) years of work experience in a position dealing specifically with the needs and problems of the disabled; or:
- B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience in a position specifically with the needs and problems of the disabled; or:
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements