

DIRECTOR OF OFFICE WITH PEOPLE WITH DISABILITIES

Department: Human Services
Classification: Non-Competitive
Specification Number: 1860
Approved: 8/1/2022
Revised: By JG

MINIMUM QUALIFICATIONS

Graduation from a standard Senior High School 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.

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 such as assisting the disabled in locating employment opportunities. In addition, responsibility is included for ensuring Town 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 Commissioner of Human Services or a designee. Supervision may be provided to staff and 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 Commissioner, the Town Supervisor, the Town Board and various county agencies;

Promotes activities of the Office for People with Disabilities by meeting with and providing information to community groups, schools, etcetera;

Serves as a community advocate and resource for the 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;

May supervise staff and/or volunteers;

May attend meetings and conferences, as needed.

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 disabled; 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.