

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** PROJECT DIRECTOR **GRADE:** 24

**TITLE ABBREVIATION:** PROJECT DIRECTOR **TITLE NO.:** 6545

**JURIS.CL:** C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** MENTAL HEALTH

**NATURE OF THE WORK:** The Project Director has the responsibility for the development and implementation of a comprehensive strategic plan for Family Matters of Orange County, a County-wide Child Mental Health Initiative - System of Care federal grant funded by the Substance Abuse and Mental Health Services Administration. The work involves overall management of the grant project which will plan, develop, implement, and coordinate services for children birth to 21 years of age with serious emotional disturbance and their families.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-class position allocated to the Competitive Class of the classified service. Work is performed under the general direction of the Commissioner of Mental Health, with latitude allowed for independent decision-making. General supervision is exercised over the work of subordinate program personnel.

**TYPICAL DUTIES AND TASKS:**

Administers, coordinates and implements Family Matters of Orange County strategic plan focusing on the goals and objectives of the System of Care;

Provides leadership of the development of the System of Care for children with serious emotional disturbance and their families;

Coordinates all work with the partners of this grant project and develops and maintains interagency collaboration to ensure all project requirements are being met;

Acts as the administrator for the grant project to ensure that all project requirements related to the goals and objectives are achieved;

Serves as the lead contact with the Center for Human Services Research at the University at Albany, the entity doing research and the formal evaluation of the project;

Maintains responsibility for the outcome of all grant related projects and the management of the budget and sustainability of the projects beyond the grant funding;

Serves as a member of the Orange County Interagency Collaboration Team, Systems Management Team, and sub-committees as assigned;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern management principles and practices; thorough knowledge of program planning, evaluation and grant development strategies; thorough knowledge of state and federal grant process; good knowledge of services provided in the mental health field; knowledge of the principal methods and procedures used in organizing and promoting mental health services; good knowledge of the basic principles and practices of community organization, mental health education, office management and public relations; ability to communicate effectively both orally and in writing; ability to gain the confidence and cooperation of others; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Doctorate Degree in a behavioral science, education, counseling, psychiatry, rehabilitation, social work or related field and one (1) year of experience in program development, clinical training, or interdisciplinary coordination in a health facility or a similar setting, which shall have included the monitoring, managing, or researching grants in a supervisory capacity; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Social Work, psychology, counseling, nursing, rehabilitation or related field and two (2) years of experience as described in (A) above, one (1) year of which must have been in a supervisory capacity.