EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

EOA #: 2020-19

EOA DATE: January 21, 2020

REPLY BY: February 21, 2020

TITLE: Deputy Director, Developmental Disabilities State Operations Office (DDSOO)

SALARY GRADE: M-6

SALARY: $135,179 - $170,030

JURISDICTIONAL CLASS: Non-Competitive

NEGOTIATING UNIT: Management Confidential (M/C)

OFFICE/REGION: Office for People With Developmental Disabilities / Western NY District

DIVISION/DEPARTMENT: Division of Service Delivery / Developmental Disabilities State Operations Office Region 1- Western New York

LOCATIONS: 1200 East & West Road
West Seneca, NY 14224

The New York State Office for People With Developmental Disabilities (OPWDD) is looking for a forward-thinking leader who is capable of informing and executing strategic decisions at both the organization and system level to serve as the Deputy Director of DDSOO Region 1- Western New York District.

The ideal candidate for this position will share OPWDD's commitment to advocating on behalf of people with developmental disabilities as well as advancing and enhancing services and supports. In line with our dedication to "Putting People First," they will also provide leadership, commitment, and support to State Operations Office staff as well as to individuals with developmental disabilities, their family members, local government and other stakeholders.

POSITION DESCRIPTION:

As a member of the Region’s State Operated Leadership Team, the Deputy Director assists in ensuring that State Operated Services are delivered in a safe, efficient, and effective manner; and in promoting the agency’s dedication to innovation in providing individualized community-based services that empower individuals to live richer lives. This position serves at the pleasure of the Commissioner of OPWDD.

DDSOO Region 1, Western New York District provides services to people with developmental disabilities who reside in the following counties: Alleghany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, and Orleans. Travel to all counties within the district will be required and there is the potential for occasional travel to other areas of the state.
PRIMARY DUTIES AND RESPONSIBILITIES:

Under the direction of the Director State Operations Region 1, the Deputy Director is responsible for the oversight and management of State Operated Services including residential, clinical, and community-based day program services within the Western New York District. In this capacity, the incumbent oversees more than 1,900 employees assigned to seven counties within the district, manages the utilization and deployment of personnel across all assignments, compliance with Medicaid service standards, as well as the accountability for all non-personal service spending.

MINIMUM QUALIFICATIONS:

Possession of a Master’s Degree in a mental hygiene discipline (e.g., occupational therapy, physical therapy, social work, speech pathology and audiology, psychology, recreation, rehabilitation counseling, education or nursing), hospital administration, business or public administration or other area specifically related to health care, behavioral or social science, statistics, quantitative research; OR a valid license to practice medicine in New York State or Canada; AND three years of progressively responsible administrative, management, or supervisory experience in a mental hygiene or health/human services setting, or comparable setting, delivering individualized and customized services. Experience must be at a leadership level, with broad policy-influencing responsibility for fiscal and program administration.

OR

A Bachelor’s Degree in any of the disciplines listed above and five years of progressively responsible administrative, management, or supervisory experience in a mental hygiene or health/human services setting, or comparable setting, delivering individualized and customized services. Experience must be at a leadership level, with broad policy-influencing responsibility for fiscal and program administration.

OR

Ten years of progressively responsible administrative, management, or supervisory experience in a setting whose purpose is to serve the needs of individuals with developmental disabilities by delivering individualized and customized services. Five years of this experience must be at a leadership level with broad policy- influencing responsibility for fiscal and program administration.

APPLICATION PROCEDURE:  Submit cover letter and résumé by February 21, 2020 to:

ATTN: Danielle Schittino
OPWDD, Human Resources
44 Holland Avenue
Albany, NY 12229
Phone: 518-473-4785
Fax: 518-474-9902
E-mail: opwdd.sm.COrecruitment@opwdd.ny.gov

Please reference the above EOA #2020-19 in all correspondence.

Please note:
• Preference will be given to OPWDD employees impacted by closures. If you are being impacted by closure, please indicate this on your resume/cover letter.
• In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.
• OPWDD is an Equal Opportunity/Affirmative Action Employer
Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.