

## **SPECIAL PROJECT DIRECTOR (MENTAL HEALTH)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position having responsibility for assisting the Commissioner of Mental Health in the planning, directing and management of special projects within the Department of Mental Health. The employee has day to day responsibility for all project administrative matters including policies and procedures, and project planning and is expected to exercise sound independent judgment and initiative in such areas. The work also includes identifying potential funding sources, matching them with appropriate needs, and writing and submitting grant applications. Work is performed under the general supervision of the Commissioner of Mental Health. Supervision is not normally a function of this class. Does related work as required.

**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.

Ensures thorough oversight of the most vital projects under the Department of Mental Health, including but not limited to: opioid strategic action, crisis stabilization, system of care implementation, 911 diversion etc.;

Assists with the development, conduct or coordination of ongoing community needs assessments and drafts implementation plan(s) to address unmet needs;

Assists in identifying priorities and leading new initiatives;

Acts as liaison to the County Executive's Office;

Oversees potential grant opportunities and works with Department of Mental Health and County Executive leadership to determine which funding opportunities to pursue;

Writes and submits grant applications;

Drafts Requests for Proposals (RFP) and participates in RFP committee review process;

Develops contracts with agencies for the provision of services under the auspices of the Department of Mental Health;

Assists in the development of performance standards for projects;

Monitors and oversees contractual projects to ensure compliance and to ensure that projects are comprehensive, client-centered, and well-integrated in the community;

Maintains contractual budgets, audits monies spent versus services rendered and reviews vouchers;

Evaluates and analyzes contractual agency performance by comparing project outcomes to goals and comparing costs of projects to benefits, so as to recommend resource allocations for agency projects;

Recommends alternative approaches and strategies to agency goals, achievements and problem situations;

Keeps apprised of recent developments, changes, innovations and creative techniques and programs within the behavioral health fields through community meetings, professional networks, journals and academic associations.

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

**CHARACTERISTICS:** Thorough knowledge of the specific disciplines necessary to accomplish the stated goals of special projects addressing community mental health needs; good knowledge of community facilities, programs, services and resources available and the means to which access to those resources may be attained; working knowledge of the guidelines, procedures and techniques involved in obtaining grant funding; working knowledge of government operations and budgetary procedures; ability to write clear and concise grant applications; ability to conduct needs assessment, research and evaluation relative to grant proposals; ability to accurately record project efforts and results; ability to project and forecast resources, personnel and financial requirements of various special projects and assist in incorporating such requirements into a budget; ability to take direction and excel in a team environment; ability to effectively interact with people at all levels of County government, other agencies, the public and vendors; ability to communicate effectively both orally and in writing; initiative and resourcefulness; good judgment; good powers of observation, perception and analysis; tact, courtesy and integrity.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from an accredited college or university with a Master's Degree in Public Health, Public Administration, Mental Health Administration, Social Work, Business Administration or a related field and three (3) years of administrative experience in program/project design, development or evaluation; data analysis; or program/project performance improvement, one (1) year of which must have included experience in grant writing, grant procurement, coordination or administration of a public or private grant program; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree in Public Health, Public Administration, Mental Health Administration, Social Work, Business Administration or a related field and four (4) years of administrative experience in program/project design, development or evaluation; data analysis; or program/project performance improvement, one (1) year of which must have included experience in grant writing, grant procurement, coordination or administration of a public or private grant program; **OR**

- C. Graduation from an accredited college or university with an Associate's Degree in Public Health, Public Administration, Mental Health Administration, Social Work, Business Administration or a related field and six (6) years of administrative experience in program/project design, development or evaluation; data analysis; or program/project performance improvement, one (1) year of which must have included experience in grant writing, grant procurement, coordination or administration of a public or private grant program; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B & C above.

ULSTER COUNTY  
6882 SP PRJ DIR  
Classification: Proposed Non-Competitive  
NUMGT

Adopted: March 8, 2022