



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Mental Health & Addiction Services

Job Title: Commissioner of Mental Health & Addiction Services

Salary Range: \$134,984 – 174,027* (*Based on years of service employed with Saratoga County in title)

Work Location: 135 South Broadway, Saratoga Springs, NY 12866

Classification: Non-competitive (**no exam**)

Job Description

Serves as the Chief Executive Officer of the local governmental agency responsible for the Community Mental Health Program, exercising general direction in the planning, coordination and operation of the mental health and mental retardation services provided within the community. Makes recommendations to Mental health Board (Including the establishment of facilities and control of services) towards attaining a comprehensive community health and mental retardation program. Supervises subordinate professional, administrative, sub-professional and clerical staff.

Minimum Qualifications (at least)

- A. Possession of a license to practice medicine in the State of New York and who shall be deemed board qualified or board eligible either as a psychiatrist or as a neurologist by the American Board of Psychiatry and Neurology, or as a Pediatrician by the American Board of Pediatrics or as a Specialist in Public Health Administration by the American Board of Preventative Medicine. In addition, five years of progressively responsible experience is required working in programs for the mentally ill, mentally retarded or the alcoholic. Of these five years, at least two must have been in an administrative capacity; **Or**
 - B. New York State Certification as a Psychologist and a Doctorate in Psychology conferred by a university recognize by the New York State Education Department and at least five years of progressively responsible experience working in programs for the mentally ill, mentally retarded or the alcoholic. Two years of the five years of experience must have been in an administrative capacity; **Or**
 - C. Certification by the New York State Department of Education as a Social Worker and Master of Social Work degree from a university recognized by the New York State Department of Education and at least seven years of progressively responsible experience working in programs for the mentally ill, mentally retarded or the alcoholic. Two years of the seven years of experience must have been in an administrative capacity.
- *If appointee does not meet the requirements of administrative experience, then an Administrative Officer must be employed by the agency. This does not preclude the employment of an Administrative Officer where the candidate for Director/Commissioner meets or exceeds these minimal requirements.*

Agreed to by Municipal Service Division and Department of Mental Hygiene, Division for Local Services and are based on the license requirements of the Education Law. June 1973



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(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Directs community mental health and mental retardation services, including the inpatient units in general hospitals;
- Directs treatment of patients in services and facilities provided by the mental health agency;
- Plans, organizes and supervises psychiatric rehabilitation services;
- Coordinates mental health services with other authorizes public health agencies and groups;
- Interprets activities to the community in promoting maximum use of mental health and mental retardation services;
- Prepares an annual report of the programs under his direction, including a fiscal accounting;
- Conducts studies related to the promotion of mental health and mental retardation services or the prevention of psychiatric disorders;
- May, on appointment of the Commissioner of Mental Hygiene, serve as a member of a regional mental health advisory committee;
- Makes staffing and budgeting recommendations to Mental Health Board for immediate and long-range programming;
- Encourages the development and expansion of preventative, rehabilitative, and treatment programs in the field of mental health and mental retardation, including the establishment of facilities for these purposes;
- Performs other related duties as necessary

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.