



**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

**EOA #: 2018-75**

**EOA DATE: June 6, 2018**

**REPLY BY: July 6, 2018**

**TITLE:** Metro - Deputy Director, DDSOO 5

**SALARY GRADE:** M-6

**JURISDICTIONAL CLASS:** Non-Competitive

**SALARY:** \$132,528 -166,696

**NEGOTIATING UNIT:** Management Confidential (M/C)

**OFFICE/REGION:** Office for People With Developmental Disabilities

**DIVISION/DEPARTMENT:** Division of Service Delivery- State Operations Office  
Developmental Disabilities State Operations Office 5 (DDSOO 5)

**LOCATION:** Metro NY DDSOO 5  
2400 Halsey Street  
Bronx, New York 10461

The New York State Office for People With Developmental Disabilities (OPWDD) is looking for a creative, innovative leader who can execute strategic decisions to serve as Deputy Director for the Developmental Disabilities State Operations Office 5 (DDSOO 5) – Metro New York. This position serves at the pleasure of the Commissioner of OPWDD.

The DDSOO 5 – Metro NY Deputy Director will oversee supports to individuals who reside in Bronx and New York counties.

The individual selected will serve at the executive level and provide a leadership role for the Region. The selected candidate will report to the Director, Developmental Disabilities State Operations Office 5. A commitment to collaborating with all stakeholder groups, a number of whom primarily speak only Spanish/or speak English as a second language, as well as a commitment to a leadership strategy of “Putting People First” is essential.

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,” he/she will also provide leadership, commitment, and support to a diverse workforce.

## **PRIMARY DUTIES AND RESPONSIBILITIES:**

Driven by the mission, vision and values of OPWDD, the Deputy Director of DDSOO 5, will collaborate with both stakeholders and sister agencies to direct an integrated program operations strategy. Responsibilities of this Deputy Director position encompass the two-county (Bronx and New York) region. The Deputy Director will have responsibility for the operation and continuous quality improvement of community-based state operated day and employment services, family care, respite, residential and other service areas. He /She will work on implementation of statewide initiatives including but not limited to Transformation Agenda initiatives. He /She will also collaborate with Directors and Deputy Directors of the five other State Operations Offices to establish statewide consistency and efficiency of this regions practices utilizing a “best practices” framework. The Deputy Director promotes the Commissioner’s vision of system reform and transparency, while coordinating and overseeing ongoing state-provided services and supports delivered within the region. The Deputy Director’s charge is to ensure world-class performance in meeting the needs of the region’s diverse citizens with developmental disabilities and their families.

The Deputy Director is also responsible for identifying and advancing regional priorities while implementing statewide policies and strategies. In partnership with voluntary service providers, the Deputy Director will promote innovative, individualized, community-based solutions within the region that will empower individuals with developmental disabilities to live richer lives. Additionally, as an integral member of the state operations regional Leadership Team, the Deputy Director will collaborate in the development of enterprise solutions and consistency throughout the state in strategic core business operations.

## **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 a developmentally disabled population 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.

## **Preferred Qualifications:**

Excellent oral and written communication skills, Strong interpersonal skills, Excellent organizational skills, Proficiency in Spanish Language

**APPLICATION PROCEDURE:** Submit cover letter and résumé by **July 6, 2018** to:

**ATTN: Christopher Dix**

OPWDD, Workforce and Talent Management

44 Holland Avenue

Albany, NY 12229

Phone: 518-473-9689

Fax: 518-474-9902

E-mail: [opwdd.sm.COrecruitment@opwdd.ny.gov](mailto:opwdd.sm.COrecruitment@opwdd.ny.gov)

**Please reference the above EOA #2018-75 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](mailto:info@goer.ny.gov).