



Posting Date: January 16, 2026

THE COLUMBIA COUNTY  
**DEPARTMENT OF HEALTH**

IS NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

**One (1) Full Time**  
**ASSISTANT TO THE DIRECTOR OF**  
**CHILDREN WITH SPECIAL NEEDS**  
*Provisional*

*2025 Salary (2026 Salary subject to negotiation)*  
Grade 17 – \$70,275

**MINIMUM QUALIFICATIONS**

(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 Bachelor's degree in Public or Business Administration, Social Work, Education or closely related field and two (2) years experience in administration, and supervisory experience working with children in human services including teaching, nursing, social work, etc. **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 an associate's degree in Public or Business Administration, Social Work, Education or closely related field and four (4) years experience in administration, and supervisory experience working with children in human services including teaching, nursing, social work, etc.

**CIVIL SERVICE TESTING REQUIREMENTS**

There is a testing requirement for this position.

**Please submit a letter of interest and application/resume to:**

Lauren Clark, Director of Services for Children with Special Needs  
Columbia County Department of Health  
325 Columbia Street, Suite 100  
Hudson, NY 12534  
518-828-3358  
[CCEIandPreschool@columbiacountyny.com](mailto:CCEIandPreschool@columbiacountyny.com)

**Deadline for Applications:**

**February 6, 2026**

# **Assistant to Director of Children with Special Needs**

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position which directly assists the Director of Early Intervention and Preschool Services Program in coordinating and evaluating Columbia County's provision of services to children with special needs which are mandated by law, including the Early Intervention Program and the Preschool Special Education Program. The Assistant will be fully responsible for the activities of Early Intervention Referrals, assignment of caseloads for the service coordinators Child Find, Child/Family Outcomes and LEICC as well as provide for coverage and additional support to the Director for the Pre-School Special Education Program. Responsible for quality inspection of children's records. Technical resource for contractual providers. The work is performed under the general supervision of the Director with leeway allowed to exercise independent judgment in carrying out the details of the work. Supervision is exercised over subordinate staff. Does related work as required.

## **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by an employee in this title. It is not meant to be all inclusive and does not preclude the Director from assigning activities not listed which could be reasonably be expected to be performed by an employee in this title.

- Attends CPSE meetings as municipal representative, as needed;
- Ensures all EI service contract requirements and deadlines are met according to prescribed standards;
- Evaluates EI services being offered and recommends changes to Director when necessary;
- Coordinates Assistive Technology Device purchases according to current policy and procedures;
- Assists the Director in maintaining a network of providers in both EI and PreK;
- Maintains current wait lists for EI children in need of services and works with Districts in strategies to serve children on waitlists in the Preschool Special Education Program;
- Assists Director in problem solving school district, staff child family and provider concerns and issues;
- Serves as the EIO/D (Early Intervention Official Designee);
- Supervises the coordination of transportation services and ensures that Transportation and Financial Program coordinator follow municipal law detailing the bidding process and that safe and reliable transportation is being provided;
- Facilitates and assists staff and providers with current EI and Preschool software and web based programs as needed;
- Communicates with EI and Preschool software providers to improve functionality and efficiency. Provides information to parents, school districts and community on the program and services provided as part of required Outreach activities; makes available informational pamphlets and booklets;
- Oversees the work of contractual service providers, monitoring for quality assurance, need for services and conformance with regulations;
- Prepares a variety of reports as requested by Director;
- Supervises, assesses and evaluates staff in the EI unit. Unit may be defined as, but not limited to, service coordinators and EI administrative staff. Or, any subordinate staff member that may be directly involved with the regular functioning of the Early Intervention Program.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Assistant must have good knowledge of typical child development and that of children with special needs from birth to school-age; Thorough knowledge of state and local laws pertaining to EIP and Preschool programs;

Working knowledge of available resources of public and private agencies providing services to children with special needs; Ability to communicate effectively both in understanding and interpreting complex oral and/or written directions; Ability to plan and supervise the work of subordinate staff; and to establish and maintain effective working relationships with others; Personal characteristics as necessary to perform the duties of the position; And 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 Bachelor's degree in Public or Business Administration, Social Work, Education or closely related field and two (2) years experience in administration, and supervisory experience working with children in human services including teaching, nursing, social work, etc. **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 Associate's degree in Public or Business Administration, Social Work, Education or closely related field and four (4) years experience in administration, and supervisory experience working with children in human services including teaching, nursing, social work, etc.

Adopted: 10/14/08 Columbia County Civil Service Commission – Competitive

Amended and Adopted – Columbia County Civil Service Commission – competitive – 8/12/2025

Amended and Adopted – Columbia County Civil Service Commission – competitive – 1/13/2026