



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
C O U N T Y N Y
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

MENTAL HEALTH PROGRAM COORDINATOR -PROVISIONAL

SALARY: \$59,410

DEPARTMENT: MENTAL HEALTH

LAST FILE DATE: 04/11/2025

DISTINGUISHING FEATURES OF THE CLASS:

The Mental Health Program Coordinator performs administrative, supervisory, and program management functions under the general supervision of the Director of Mental Health. Considerable leeway is allowed for the exercise of independent judgment in implementing established policies and procedures. The incumbent supervises professional, administrative, and clerical staff and is responsible for overseeing various mental health, substance abuse, and developmental disability service programs. The role requires extensive public engagement, program development, grant management, and budgeting oversight.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS:

- a. Master's degree in Social Work, Public Administration, Psychology, Mental Health Counseling, or a related field **AND** four (4) years of professional experience in mental health, substance abuse, developmental disabilities services, or public administration, **two (2) years of which must have included supervisory or administrative responsibilities. Or**
- b. Bachelor's degree in Social Work, Public Administration, Psychology, Mental Health Counseling or a related field **AND** six (6) years of professional experience as described above, **two (2) years of which must have included supervisory or administrative responsibilities.**

Preferred Qualifications:

- Experience managing community-based mental health programs.

- Experience in grant writing, budget management, and policy development.
- Familiarity with OASAS, OMH, and OPWDD regulations.
- Strong leadership and public engagement skills.

SPECIAL REQUIREMENTS:

- Possession of a valid New York State driver's license at the time of appointment and throughout employment.
- Background check and fingerprint clearance may be required.

Provisional Appointment pending successful completion of the civil service examination and being reachable on the list

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.