

DEPUTY COMMISSIONER OF MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative and professional position with responsibility for efficient coordination and direction of all county operated community mental health programs. Responsibilities include generally directing the planning, coordination, administration and operation of the mental health and developmental disabilities services, and alcoholism and substance abuse preventative and rehabilitative services provided within the county. The Deputy is authorized by law to act generally for and in place of the Commissioner, and in the Commissioner's absence, has complete charge of department operations and direction of personnel. Work is performed under the general supervision of the Commissioner with leeway allowed for independent judgment in implementing established policies and procedures. Supervision is exercised over professional, administrative and clerical staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Exercises administrative direction and supervision over mental health and developmental disabilities services, and alcoholism and substance abuse preventative and rehabilitative services;

Responsible for the day to day administrative operations of county mental health programs and for treatment of clients in services and facilities provided by county agencies;

Coordinates mental health services with other authorized public health agencies and groups;

Meets with the various community program administrators to discuss and at time negotiate cooperative working agreements;

Oversees, and may plan and develop, educational and informational programs for the community, to promote maximum use of mental health and developmental disabilities services, and alcoholism and substance abuse preventative and rehabilitative services, and conducts or directs public awareness forums and activities;

Responsible for developing and implementing Office of Mental Health Report Collection System for both local and privately operated agencies;

Conducts studies related to the promotion of mental health and developmental disabilities services, and alcoholism and substance abuse preventative and rehabilitative services;

Performs needs assessments, conducts public hearings, etc. relative to establishment and operation of new mental health, developmental disabilities, alcohol and substance abuse programs;

Assists with preparation of annual report, and annual budget;

Performs a variety of related activities as required.

*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.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the modern theory and practice of psychology, social psychology, mental health and psychotherapy; thorough knowledge of planning, administration and coordination of mental health and developmental disabilities services; good knowledge of resources available to treat alcohol and substance abusers; good knowledge of the theory and practice of management and administration; ability to motivate individuals; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Possession of a license to practice medicine in New York State who shall be deemed board certified or board eligible in psychiatry, neurology, pediatrics; or
- b) Possession of a license to practice as a psychologist issued by the New York State Education Department; or
- c) Master's degree in social work, and possession of a license as a certified social worker issued by the New York State Education Department; or
- d) Master's degree in psychiatric mental health nursing, and possession of a license as a registered nurse issued by the New York State Education Department; or
- e) Master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department; or
- f) Master's degree and five (5) years of progressively responsible clinical and/or administrative experience in a governmental, private, not-for-profit or proprietary program providing services for people who have a diagnosis of mental illness, developmental disability, alcoholism or substance abuse, at least two (2) years of which included functioning in an administrative capacity for the management of a program in which the candidate was responsible for the overall direction and control of an identifiable organizational unit or program; or
- g) An equivalent combination of training and experience as described in a), b), c), d), e) and f), above

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

*NB: Chapter 168 of the Laws of 2010 and Assembly Bill 6840: language reform legislation eliminated references to "mental retardation" in state offices and laws, replacing such references with "developmental disabilities."*