

DEPUTY COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving the direction of day-to-day operations of the Department of Social Services within the framework of social service laws, rules, regulations, and administrative policies established by the Commissioner. Responsibilities include effectively coordinating various functions of the department as well as directing day-to-day operations. Working closely with the Commissioner, the Deputy manages a large staff of professional, technical and support personnel. 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. Direct supervision is exercised over professional administrative personnel such as program administrators and managers. Work is performed under the general supervision of the Commissioner with leeway allowed for independent judgment in implementing established policies and procedures. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Exercises administrative direction and supervision over activities of the department;
Coordinates various functions such as economic independence, information technology, fiscal, child support and managed care;
Interprets, implements, and enforces federal, state, and local laws, rules, and regulations as they pertain to the operation and administration of the department;
Develops new programs and restructures existing programs;
Assists in the development and implementation of departmental policies and procedures;
Conducts personnel administration and participates in the disciplinary, grievance, and performance evaluation process;
Coordinates and supervises staff development including inter-departmental workshops;
Maintains community relations and attends meetings of local government units, social service agencies and citizen groups;
Establishes and maintains organizational relationships with other agencies and groups for the purpose of developing resources and providing more efficient services;
Monitors the annual operating budget;
Assists the Commissioner in carrying out all operations of the department;
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 &

PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of social welfare and health administration; thorough knowledge of social and health legislation; good knowledge of administrative techniques and practices with particular reference to field staff located in separated areas and to the relationship between public agencies and the general public; good knowledge of effective public relations techniques; good knowledge of principles and practices of supervision; good knowledge of budgetary procedures; ability to manage and administer complex programs; ability to direct a large staff; ability to organize and prepare complex oral and written reports; ability to exercise sound judgment in resolving problems; ability to present ideas clearly and effectively both orally and in writing; ability to establish and maintain effective working relationships; tact; initiative.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree and four (4) years of full-time paid experience in a health, education, or social agency, two (2) years of which must have been in an administrative or supervisory capacity; or
- b) Bachelor's degree and four (4) years of responsible full-time paid experience in an administrative or management position with responsibility for planning, directing, and coordinating the work of a substantial staff working in several units or performing several functions; or
- c) An equivalent combination of training and experience as described in a) and b) above.

SUBSTITUTION NOTES:

1. Experience as a chief executive officer of a public social services department of a public social services district, within six (6) years immediately preceding the date of appointment, may be substituted for two (2) years of the above described experience.
2. Post-graduate training in social work, public administration, hospital administration, or a closely related field may be substituted on a year-for-year basis for up to two (2) years of the above described experience. However, there shall be no substitution equivalent for the administrative or supervisory experience as described 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.

SPECIAL REQUIREMENT:

This position will require access to transportation to meet work requirements in the ordinary course of business.