

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 Commissioner of Mental Health also advises and makes recommendations to the Community Services Board regarding establishment and operation of facilities and control of services. Supervision is exercised over professional, administrative and clerical staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs 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 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;

Prepares annual report, including fiscal accounting;

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 mental retardation 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 and three (3) years of formal or supervised training in an inpatient or outpatient mental health program plus two (2) additional years of supervisory or administrative experience in mental health services; or
- b) New York State Certification as a psychologist and a PhD in psychology, and five (5) years of responsible experience in mental health, developmental disabilities, or alcohol/substance abuse services, of which two (2) years must have been in a supervisory or administrative capacity; or
- c) New York State Department of Education Certification as a social worker and a Master of Social Work degree, and seven (7) years of progressively responsible experience working in mental health, developmental disabilities, or alcohol/substance abuse services, of which two (2) years must have been in a supervisory or administrative capacity; or
- d) An equivalent combination of training and experience as described in a), b), and c) 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.

*Per Section 102.6 of the Regulations of the New York State Office of Mental Health.