

COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is important professional level work involving responsibility for administering public assistance and care as defined in Social Services Law. Responsibilities include organization, direction and coordination of the work of all employees, both professional and nonprofessional, in the social services department, ensuring effective and efficient operation of multiple programs. The Commissioner has complete control, subject to financial limitations imposed by the local legislative body and the State Department of Social Services, over department operations and direction of personnel. Major objectives of the Commissioner and the department are to provide adequately for those unable to maintain themselves and to administer such care, treatment and service as may restore such persons to a condition of self support. Additionally, the department provides services to those liable to become destitute as may prevent the necessity of their becoming public charges. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Is responsible for all phases of the public welfare program, including planning, organizing, directing, and coordinating the work of the various units of administration for efficient and effective operation;

Has charge of financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports to the local legislative body and state board;

Determines personnel requirements, and is responsible for the appointment of staff in compliance with state law and local civil service rules;

Oversees the organization and administration of a comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources as well as the State's educational leave program;

Cooperates with representatives of the State Department of Social Services in the operation and development of the local social services district program, and directs the preparation and submission of required reports to the state department;

Is responsible for the public relations of the social services district and for the interpretation of the public welfare program to the community;

Cooperates with other agencies, public and private, officials and citizens in planning for community service;

Has responsibility for the maintenance and operation of a home or homes for the aging, children's shelters, infirmaries and other institutions as dictated by the needs of the social services district;

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: Thorough knowledge of the principles and practices of social welfare and health administration; thorough knowledge of

social and health legislation; thorough 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; thorough knowledge of the theory and practice of budgeting and financial record keeping, personnel administration, supervision and administrative control; ability to plan, lay out and direct the work of staff officers effectively and to work cooperatively with related agencies and personnel; ability to think analytically in the solution of administrative and social and health problems and to make and hold to decisions resulting therefrom; ability to meet, speak and deal effectively with public officials, professional personnel and the general public.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree, and four years of satisfactory full-time paid experience in a health, education, or social agency, two years of which must have been in a satisfactory administrative or supervisory capacity; or
- b) Bachelor's degree, and four years of responsible full-time paid experience in an administrative or management position, where there is responsibility for planning, directing, and coordinating the work of a substantial staff working in several units or performing several functions.

NOTE: 1. Each year of experience as a chief executive officer of a public social services department of a public social services district, within six years immediately preceding the date of appointment, shall be the equivalent of two years of the above prescribed experience.

2. Post-graduate training, at a recognized college or university, in social work public administration, hospital administration, shall be equivalent, on a year-for-year basis up to two years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed in (b) above.

SPECIAL REQUIREMENT:

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

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.