

## ASSISTANT COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Social Services or Deputy Commissioner, an incumbent of this position is responsible for the direction and control of a large segment of the Department's field operations. This position has responsibility for policy formulation, resource allocation, planning and evaluation of programs and procedures, financial and personnel management. An incumbent is responsible and accountable for the analysis of proposed State and Federal legislation and regulations, departmental alternatives and impact, and makes recommendations to the Commissioner and Executive staff. This class differs from Deputy Commissioners in that wide latitude and independent judgment is exercised over a significant portion of the Department's operation while Deputy Commissioners may act for the entire Department. Supervision is exercised over a large number of managerial, professional and clerical support staff.

### EXAMPLES OF WORK: (Illustrative only)

Administers and directs the operations of assigned organizational components for the Commissioner insuring proper control, effective management, efficient expenditure of resources, and the attainment of departmental and program objectives;

Analyzes, designs and institutes management reporting or information systems within designated areas of responsibility insuring that logical basis and supporting data for such requests are clearly demonstrated;

Develops key administrative and managerial staff and insures an adequate training plan is developed and implemented for all subordinate personnel as well as proper coordination with the departmental training program;

Represents the assigned office and the Department with community groups, individuals, other agencies and public officials to explain and sustain support for policies and practices in the assigned area and of the Department in general;

Resolves operating problems with appropriate members of the department's executive and administrative staff on those matters crossing organizational lines of authority;

Functions on behalf of the Commissioner of Social Services in designated legal and administrative matters;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the goals and objectives of assigned organizational components and the department; thorough knowledge of applicable Federal, State, local and departmental rules, regulations, policies and procedures as they relate to area of assignment; thorough knowledge of the organization of the department; thorough knowledge of the principles and practices of administrative supervision and decision making; ability to identify critical problem areas and to formulate and implement realistic solutions with minimum disruption to ongoing operations; ability to plan and administer the organizational activities of several components or functions; ability to organize and delegate work assignments; ability to assess the performance of assigned personnel and programs; ability to communicate effectively both orally and in writing; ability to think analytically; ability to work cooperatively with other agencies, officials and personnel; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; leadership; tact; sound professional judgment; integrity; initiative; resourcefulness, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and five years of executive, managerial and/or administrative experience, three years of which where the primary function was in the delivery of public social service programs.

SUBSTITUTIONS: A Master's degree\* may be substituted for the general experience at the rate of 30 credit hours per year for up to two years. There is no substitute for the three years of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education indicated in the minimum qualifications will be considered in evaluating experience.

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