

ASSISTANT TO THE COMMISSIONER OF COMMUNITY MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Commissioner of CMH, has responsibility for certain administrative, personnel, and management activities for the Department. Develops, administers, and supervises the CMHB personnel program including recruiting, classification, manpower administration and employee relations. Administers the publications, forms, record management and mail control program. Provides office management services for space, telephones and communication. Represents the director at community and interdepartmental meetings. Prepares press releases, special and confidential reports. Advises director and staff on public information and community relations. Supervision is exercised over clerical and staff positions as needed. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Represents the Commissioner in the conduct of important public relations activities, including relations with the media;

Assists the department in the preparation of public relations material including press releases, brochures and flyers;

Prepares departmental monthly and annual reports;

Prepares and supervises preparation of special reports for submission by the Commissioner to local, county and state bodies;

Conducts special and/or confidential inquiries and investigations for the Commissioner and the department;

Supervises the staff development program of the department for all employees;

Supervises executive personnel recruitment;

Administers the departmental Affirmative Action Plan in cooperation with county officials;

Develops and supervises the implementation of personnel systems as required;

Represents the Commissioner in inter-departmental meetings and conferences as required;

Assists the Commissioner in the development and implementation of special projects;

Edits and publishes the department newsletter;

Supervises department activities pertaining to county, state and federal legislation;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of administrative, personnel, and management practices and techniques; ability to deal effectively with the public and with government officials at all levels. Ability to write well and speak articulately. Good knowledge of community resources and how to use them; initiativeness; resourcefulness; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university* and, in addition, either; (a) graduation from a recognized college or university with a Master's Degree* in Business Administration, Public Administration, or a mental health discipline and four years of administrative or managerial experience, two of which must have been in a supervisory capacity (b) five years of experience as described in (a) above or (c) an equivalent combination of the foregoing training and 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 Education Department as a post-secondary, degree-granting institution.