

## ASSOCIATE COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Social Services, an incumbent of this position is responsible for the overall direction of a major segment of the agency which requires significant integration, across programs and functional lines. This class has wide latitude for independent and autonomous action in the management of the area(s) of responsibility, and recommends to the Commissioner and top executive staff, program, policy and procedural modifications affecting the efficient and effective management of the Department. This class, participates with the Commissioner and Deputy Commissioners in the overall management of the Department, and is responsible and accountable for the attainment of agency goals within area of responsibility. An incumbent of this position may represent the Commissioner and the Department with representatives of other agencies. Supervision is exercised over a large number of managerial, professional and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Represents the Commissioner and County Executive in matters relating to the community which the office serves or specific program areas by providing written reports, verbal presentations, and support documentation;

Develops proposals for local cost containment initiatives, and the planning and evaluation of pilot projects in these areas, development of implementation plans, and monitoring of all plans implemented county-wide;

Develops new and innovative methods of providing services in accordance with Federal, State and local law;

Assures the quality and accuracy of Service programs through the development and utilization of administrative, computer and performance indicator reports;

At the direction of the Commissioner, institutes in-depth analysis of the operation of divisions and programs, and issues reports and recommendations, usually of a confidential nature;

Conducts a review and analysis of all proposed Federal, State and local legislation to determine present and future impact on the Department;

Develops key administrative staff through training, instructional material, and administrative meetings and performance reviews;

Participates, with the Commissioner and Deputies, in the development of the Department's budget, particularly as it affects personnel and the delivery of services;

Functions on behalf of the Commissioner in interactions with top management of governmental and social agencies to ensure cooperation and integration of public welfare policies in the delivery of Social Service programs;

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 current legislation practices, procures and trends at the national, state and local levels, in the delivery of social welfare programs; thorough knowledge of the principles and practices of administrative supervision and decision making; ability to analyze, plan and direct the delivery of services programs; ability to participate as an executive, managerial team member responsive to the Commissioner; ability to establish and maintain effective managerial working relations with professionals, public officials, and the public; 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; sound professional judgment; initiative; physical condition commensurate with the requirement of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and six years of executive, managerial and/or administrative experience, four 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 four years of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level 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 Education Department as a post-secondary, degree-granting institution.

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Job Class Code: E0672  
Job Group: XVI