

COMMISSIONER - COMMUNITY MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, in cooperation with the Community Services Board and in accordance with New York State Mental Hygiene Laws and other applicable federal, state and local laws, the incumbent of this position is the chief executive officer and is responsible for the entire operation and administration of the Westchester County Department of Community Mental Health Services. The incumbent directs, plans and manages the activities of the department which is responsible for the prevention, reduction or elimination of the disabling conditions of mental illness, mental retardation and other developmental disabilities and alcoholism and substance abuse through the development of a non-discriminating, high quality, accessible system of services. These services are provided through departmental activities, the Westchester County Medical Center, and voluntary agency contracts. The incumbent provides extensive fiscal and programmatic monitoring, analyses and evaluation of operations to ensure the highest quality and most efficient delivery of services. The incumbent consults with the Community Services Board and five area mental hygiene councils regarding the development and delivery of services in response to community needs and regulatory mandates. This position is characterized by a high degree of contact with state agencies, community groups, and other County departments. General supervision is exercised over professional, medical and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, organizes, and directs the activities of a number of employees engaged in the activities of the Department's divisions and subdivisions;

Sets overall departmental policy in accordance with mandates and County objectives and conducts long-range planning for the Department;

Formulates major policies and plans programs and procedure revisions in conjunction with appropriate staff members;

Establishes organizational structure of the Department to ensure financial, human, material and physical resources are used efficiently and effectively to provide cost-effective services, programs and benefits;

Keeps abreast of changes or revisions in overall County policies through regular discussion with the County Executive, Budget Director and members of the Board of Legislators;

Evaluates social, economic, and legislative trends and reviews analyses and appraisals of them prepared by departmental executive staff as a basis for determining need for revisions in or additions to established agency programs and services;

Establishes formal means of accountability, and approves developments or changes in matters involving Departmental policies and procedures;

Meets with key staff members on unusual or complex problems and decides major matters not covered by the policy;

Works closely with managerial staff in reviewing of organization and manpower requirements and in planning revisions to improve agency effectiveness and to meet changing conditions;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Works closely with private and public agencies in coordinating their programs and services with those of Westchester County to insure maximum consistency of objectives, to prevent overlapping and duplicating of services and to avoid nonessential servicing by the County of areas more properly covered by private agencies;

Controls expenditures through budget planning, financial reports and special studies;

Approves the selection of all key management and technical personnel;

Maintains public relations through speeches, public and press contacts and active participation in community level activities;

Participates, as a member of the County Executive's Cabinet, in the consideration and development of Countywide policies;

Advises County Executive of the impact of contemplated policy decisions on the Department's operations;

Meets regularly, as required, with members of the Board of Legislators and appropriate Committees of the Board to insure mutual understanding of policies, programs, services and problems;

Prepares and is responsible for the departmental budget in final form;

Keeps abreast of changes in State and Federal laws, rules, procedures, regulations and methods;

Initiates discussions of desirable legislative proposals with County Executive, Board of Legislators and selected groups and individuals to project Department's position and reasoning and appraise reactions.

Relates to State officials concerning program development, financial resources and the care of Westchester residents' serviced by State programs;

Exercises program monitoring over local services and local facilities;

Encourages the development and expansion of preventive, rehabilitation treatment programs in the field of mental illness, mental retardation developmental disabilities, alcoholism and substance abuse;

Responsible for the investigation and settlement major complaints, grievances or requests from the public, employees and people under the Department's care.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles, practices and techniques of modern community mental health services; comprehensive knowledge of the principles and practices of mental health administration; thorough knowledge of public administration, personnel administration, and

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fiscal planning; thorough knowledge of the New York State Mental Hygiene Law; ability to develop, plan and implement mental health operating policies, regulations and procedures; ability to effectively and efficiently manage an organization providing various mental health services to a large mental health district; ability to establish and maintain work relationships with public officials, professional organizations, community groups and private individuals in the mental health field; ability to elicit the cooperation of others; ability to analyze and evaluate reports and studies; sound judgment; initiative; reliability, resourcefulness; tact; physical condition commensurate with the demands of the position.

REQUIRED TRAINING AND EXPERIENCE:

1. Physician licensed to practice medicine in New York State who shall be deemed board certified or board eligible in psychiatry, neurology or pediatrics; OR
2. Psychologist who is currently licensed as a psychologist by the New York State Education Department; OR
3. Master's Degree* in Social Work and shall be certified or licensed by the New York State Education Department or is currently licensed as a certified social worker by the New York State Education Department; OR
4. Master's Degree* in psychiatric mental health nursing and shall be licensed by the New York State Education Department as a registered nurse;
5. Master's Degree* in rehabilitative counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration or other equivalent degrees as determined by a curriculum reviewed and approved by New York State Education Department.

In addition to one of the aforementioned, shall have had at least five years of progressively responsible clinical and/or administrative experience in a governmental, private, not-for-profit or proprietary program providing services for people who have a diagnosis of mental illness, mental retardation, developmental disability, alcoholism or substance abuse. At least two of the five years shall include functioning on an administrative capacity.

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

NOTE: The incumbent must be appointed by the County Executive with the approval of the County Board of Legislators.