

## COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the County Executive and in accordance with applicable Federal, State and County Laws and provisions of the Westchester County Charter, this position is responsible for organizing, planning, and managing the entire operation and administration of the Department of Social Services. This Department is comprised of the principal functions of Finance and Administration, Program Development and Control, Field Operations, Human Resources, and various lesser but related ancillary staff and line functions. This position carries the full responsibility for the administration and execution of all public assistance programs in accordance with Federal and State regulations. Such programs include, for example, welfare benefits, food stamps, homeless/housing, child welfare services, child protective services, adult services, Medicaid, and Employment services. This position has ultimate responsibility for the administration, delivery and control of multimillion dollar expenditures in Departmental operations and public benefits, in such programs as Aid to Dependent Children, Home Relief, Veteran's Assistance and Medical Assistance, while assuring the effective and efficient delivery of benefits and services to the eligible public. This position entails the highest level of judgement, decision making and executive responsibility in order to effectively direct and administer a wide range of social programs within Westchester County in a manner consistent with Federal and State laws and regulations, using the full resources of the Department. As the appointing officer, this position has the ultimate departmental authority for hiring, deployment and termination of staff. Appointments to this position are made by the County Executive and serve a term of five years in accordance with N.Y. State Social Services Law. Supervision is exercised over a extensive number of professional, administrative and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

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

Sets overall social service policy and conducts long-range planning for the Department;

Formulates major policies and plans program 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 social 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;

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

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

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;

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

Works closely with key executives of private 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;

Works closely with Departmental Executive Staff in continuing review of organization and manpower requirements and in planning revisions to improve agency effectiveness and to meet changing conditions;

Approves the selection of all key management and technical personnel;

Investigates and settles major complaints, grievances or requests from the public, employees and people under the Department's care;

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

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

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

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

Works closely with County Director of Civil Defense Social Service Program and relating it to overall County Civil Defense Program;

Administers related social services activities such as Civil Defense Social Services, Federal Economic Opportunity Act programs, Title XIX of Federal Social Security Act, Federal Food Stamp Program, Child Protective Services, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of public social service and administration; thorough knowledge of the principles and practices of public administration; thorough knowledge of social service and legislation; thorough knowledge of administrative techniques and practices with particular reference to field staff located in widely 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 others effectively and to work cooperatively with related agencies and personnel; ability to analyze administrative and social services issues, and to arrive at effective decisions resulting in their resolution; ability to meet, speak and deal effectively with public officials, professional personnel and the general public; initiative; resourcefulness; sound professional judgment; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and: (a) twelve years experience in the field of social case work and social service, public administration or health administration which must have included seven years of administrative and supervisory experience at the division or higher level; or (b) a Master's Degree in social case work or public administration and ten years of experience which must have included seven years of administrative and supervisory experience at the division or higher level; or (c) a satisfactory equivalent combination of 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.

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J.C.: Non-Competitive†  
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Job Class Code: E0028  
Job Group: Flat Rate