

## DEPUTY COMMISSIONER FOR SERVICES - SOCIAL SERVICES

GENERAL STATEMENT OF DUTIES: Assists in the management of the Westchester County Department of Social Services; administers the Division of Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Social Services is responsible for the overall and immediate administrative control, planning, coordination and supervision of the Division of Services which entails the delivery of family, adult and children's professional casework services and related work. This position may be designated by the Commissioner to act for him in his absence. Supervision is exercised over a substantial number of professional and clerical personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Assists the Commissioner in formulating major policies, plans, and programs;

Develops operating policies to guide subordinates in the day-to-day service operations;

Advises subordinates in the interpretation and application of operating policies in disposing of routine problems;

Decides major or unusual operating problems related to the delivery of professional services involving interpretations of basic Department policies, and refers decisions not covered by policy to Commissioner for final disposition;

Evaluates and recommends to the Commissioner basic revisions or additions to the social services programs as proposed by the various division heads;

Maintains close relationships with the County Council of Social Agencies and appropriate member and unaffiliated agencies to insure proper coordination of public and private field operations;

Maintains public relations through talks, public contacts, and active participation in community level social services activities;

Keeps abreast of changes in social services laws, procedures, regulations, and methods;

Has responsibility for assisting the Commissioner in the preparation of the Department's annual budget.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of social services and the principles and practices of social services administration; thorough knowledge of social services legislation; good knowledge of modern budget, finance and personnel practices with particular reference to field staff located in widely separated areas and to the relationship between public agencies and the general public; ability to plan, lay out and direct the work of others effectively and to work cooperatively with related agencies and personnel; ability to think analytically in the solution of administrative and social services problems and to

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Continue)

Make and hold to decisions resulting therefrom; ability to meet, speak, and deal effectively with public officials, professional personnel and the general public; pleasing personality; initiative; resourcefulness; good judgment; tact; imagination; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree\* and either: (A) Ten years of experience in the field of social case work and social services administration, which must have included seven years of experience in an administrative or supervisory position of major responsibility; or (B) a Master's Degree\* in Social Case Work or Public Administration and eight years of experience in the field of social case work and social services administration, which must have included six years of experiences in an administrative or supervisory position of major responsibility; 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.