

DEPUTY COMMISSIONER OF COMMUNITY MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Community Mental Health, the incumbent of this class assists in directing the Department of Community Mental Health, and is responsible for the administrative supervision and coordination of the Office of Administrative Services, the Office for Mental Health Services, the Office for Developmental Disabilities Services, the Office for Alcohol and Substance Abuse Services, and the Office of Community Service operations. Responsibility includes the development of overall departmental policy, subject to the approval of the Commissioner. In the absence of the Commissioner, this position assumes full departmental responsibility. Consistent with the provisions of the Westchester County Charter this position is authorized to act generally for and on behalf of the Commissioner. Supervision is exercised over a large number of professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for the Commissioner - Community Mental Health, in his absence and represents him in an official capacity, as required, on all departmental matters and at local, state, and professional meetings;

Develops departmental policies and procedures; reviews and evaluates existing policies and recommends changes for the final approval of the Commissioner of Community Mental Health;

Develops, directs, and implements improved work methods and procedures to insure the achievement of departmental goals and objectives;

Develops standards and methods for the review and reporting of Community Mental Health activities in conformance with County, State, and Federal regulations;

Reviews and approves the annual budget for departmental expenditures;

Reviews and approves monthly and other regularly scheduled required reports concerning various phases of departmental activities;

Meets regularly with division and program heads to coordinate their activities consistent with overall departmental goals and objectives;

Meets periodically with managerial personnel to help resolve administrative problems;

Coordinates activities of the staff of the various offices and programs to prevent overlapping or duplication of functions, responsibilities or supervision;

Attends and participates in staff conferences, and maintains effective contacts with local, state, community and private agency staff;

Receives and responds to complaints from the public or sub-contracting agency staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of comprehensive mental health services organization and administration including a working knowledge of public administration, personnel administration, fiscal planning and the functions of all Community Mental Health divisions; good knowledge of the New York State Mental Hygiene laws and regulations; ability to plan and implement integrated mental health operating policies, regulations and procedures; ability to manage a complex organization with several subcontracting agencies effectively and efficiently; ability to supervise high level administrators and gain the cooperation of professional personnel; ability to meet and deal effectively with others; ability to analyze and evaluate reports and studies; sound judgment; reliability; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from medical school* supplemented by an approved general internship and an approved residency in psychiatry with eligibility for certification by the American Board of Psychiatry and Neurology and a valid, current license to practice medicine in the State of New York, and in addition, five years experience in the administration of community mental health services; or (b) a Master's Degree* in Business Administration, Public Administration, Health Care Administration or a clinical mental health discipline, and in addition, seven years experience in the administration of community mental health services, four years of which must have been at a supervisory/management level.

*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.