

DEPUTY COMMISSIONER OF COMMUNITY SERVICES - SOCIAL SERVICES

GENERAL STATEMENT OF DUTIES: Assists the Commissioner in the management of the Westchester County Department of Social Services with direct responsibility for the Division of Community Services; does related work as required.

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 the Division of Community Services, including Medical, Housing and Adult Services, and is fully accountable for the effective implementation, monitoring and control of these programs in order to ensure the delivery of these services throughout the County. This class has wide latitude for independent and unassisted action in the overall administrative planning and development of policy and programs for this Division; and is responsible, with the Commissioner, for full administration, planning, organizational and operational activities of the Department; and in accordance with the County Charter, acts for and on behalf of the Commissioner of Social Services. An incumbent participates in all top management functions as a member of Executive Staff, and has extensive responsibilities for representing the Department with the community, government agencies and other County departments as required.

EXAMPLES OF WORK: (Illustrative Only)

Advises and assists the Commissioner in the formulation of policies, plans and programs involved with delivery of services to the community;

Resolves major or unusual operating problems related to the delivery of services; refers and consults with the Commissioner on problems not covered by policy;

Directs the development and analysis of program and policy issues within the Division; recommends to the Commissioner as to the position the Department should take;

Represents the Commissioner in those areas that interact with other County departments, with governmental and private agencies, and with community groups;

Develops key administrative and managerial staff;

Maintains community relations with other social agencies, public and private groups;

Acts for and on behalf of the Commissioner;

Performs administrative and managerial duties as requested.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of social services administration; good knowledge of social services and related legislation; good knowledge of modern budget, finance and personnel practices; ability to plan, direct and evaluate the work of others effectively; ability to coordinate decentralized organizational functions effectively; ability to work cooperatively with related agencies, officials, personnel and the general public; ability to think analytically; ability to communicate effectively both orally and in writing; pleasing personality; initiative; resourcefulness; good judgment; tact; creativity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and eight years of Public Social Service administrative experience, five years of which must have been at the executive or managerial level.

SUBSTITUTION: a Master's Degree* may be substituted for the above experience at the rate of 30 credit hours per year. There is no substitute for the five years of specialized experience.

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