

DEPUTY COMMISSIONER OF SENIOR PROGRAMS AND SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Senior Programs and Services, the incumbent of this class assists in directing the department and is responsible for the administrative supervision and coordination of the various divisions of the department. 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 and on behalf of the Commissioner in an official capacity and represents the Commissioner on all departmental matters, including dealings with local, state and federal agencies, as required;

Works collaboratively with the New York State Office for the Aging, and ensures the submission of all mandated reporting requirements to optimize reimbursable expenses;

Directs, coordinates, and monitors services for seniors to ensure efficiency and effectiveness of services in meeting the needs of seniors;

Works with division and program coordinators to ensure that all vendor services are properly documented and submitted in accordance with NYSOA guidelines and in a timely manner to achieve optimal reimbursement funding;

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

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

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

Directs the development of programs and services for the department;

Assists with the preparation, review and approval of the annual budget;

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

Develops and coordinates efforts to research and maximize grant funding available from federal, state and private agencies;

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

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;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of public administration, personnel administration, and budgetary and fiscal planning; thorough knowledge of community organization and resources serving senior citizens; thorough knowledge of the principles of social research and the collection of social statistics; good knowledge of the principles, practices and procedures used in developing statistical and narrative reports on agency operations; ability to plan and implement integrated operating policies, regulations and procedures; ability to effectively and efficiently manage an organization providing and contracting for various services to a large aging population; ability to supervise administrative staff and gain the cooperation of professional personnel; ability to meet and deal effectively with others; ability to analyze and evaluate reports and studies; ability to communicate clearly, both orally and in writing; ability to review programs and establish service goals and objectives; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and/or database software; discretion; sound professional judgment; reliability; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and six years of experience in the administration or management of services for senior citizens.

SUBSTITUTION: Satisfactory completion of a Master's Degree* in Social Work, Gerontology, Counseling or other related Human Services Program, or in Public or Business Administration, may be substituted for one year of the above stated 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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Job Class Code: E0796
Job Group: XVII