

DEPUTY COMMISSIONER OF SOCIAL SERVICES (GENERAL)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Social Services and with wide latitude for independent action and judgement, an incumbent of this position is responsible for the overall administrative planning, organization, management and development of a major division, program, or service delivery area of the department; and for implementing, monitoring and control functions to ensure the delivery and receipt of services in accordance with departmental policies and objectives, and in compliance with governmental regulations. An incumbent of this class, as a member of the top level executive staff, develops and implements departmental policies and programmatic objectives, strategic plans, and procedural objectives for the efficient and effective management of the overall department consistent with the goals and philosophy of the Commissioner and the department's mission. Incumbents of this class act for the Commissioner in the area of responsibility and in the absence of the Commissioner on a rotational basis and cover for all emergencies on evenings and weekends.

EXAMPLES OF WORK: (Illustrative Only)

Formulates departmental policies, plans, and programs consistent with the department's goals and the objectives of the Commissioner;

Directs the development and analysis of program and policy issues from a department wide perspective; assesses the impact of these issues on departmental operations and makes recommendations to the Commissioner for final disposition;

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

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

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

Develops key administrative and managerial staff;

Performs administrative and managerial duties as requested;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of Social Services and related legislation; thorough knowledge of the principles and practices of Social Services administration and management systems; thorough knowledge of the principles and practices of administrative supervision and decision-making; ability to plan, direct and evaluate the work of others; ability to think analytically; ability to work cooperatively with related agencies, officials, personnel, and the general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; sound professional judgment; initiative, physical conditions commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and seven years of executive, managerial and/or administrative experience, five years of which where the primary function was in the delivery of public social service programs.

SUBSTITUTIONS: A Master's degree* may be substituted for the general experience at the rate of 30 credit hours per year for up to two years. There is no substitute for the five years of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.