

## SECOND DEPUTY COMMISSIONER OF COMMUNITY MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner and Deputy Commissioner of Community Mental Health, the incumbent of this class is responsible for the direction and management of several service areas within the Department of Community Mental Health (DCMH), including but not limited to, the Division of Developmental Disability Services, Emergency Preparedness, Community Services Operations, the Office of Administrative Services, the Office for Mental Health Services and the Planning Office. Responsibility includes assuring that the operation of the DCMH program of services is conducted in accordance with established departmental policy and procedures and in conformance with Federal and New York State rules and regulations. Supervision is exercised over a number of program management, clinical, and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Monitors and reports on local implementation of new and existing programs, regulations and policies as developed by the New York State Office of Developmental Disability Services (NYSOMR), as required by New York State Mental Hygiene Law;

Identifies and documents county-wide needs related to developmental disability services and makes program and policy recommendations to the Commissioner and Deputy Commissioner;

Establishes and maintains communication between the Commissioner, other DCMH staff and the operational and/or executive management of the various developmental disability service agencies, to insure compliance with state rules and regulations governing state-funded programs;

Organizes, in conjunction with agency and service administrative personnel, the direct operation aspects of the programs through assignment of functions and duties to Program Directors and/or Coordinators in assigned service components;

Determines and administers the appropriate allocation of state aid funding to contract agencies providing developmental disability services, ensures that all related financial reporting is completed in a timely manner and apprises Commissioner regularly of the contents of the reports;

Administers, in conjunction with the Commissioner and Deputy Commissioner of Community Mental Health, County operated clinics to ensure productivity, quality and compliance with state rules and regulations governing Community Services Operations;

Coordinates the collaborative reporting process across the divisions of Developmental Disabilities, Substance Abuse and Mental Health to ensure accuracy of service to patients enrolled in more than one service division, in accordance with NYS Departmental of Mental Hygiene Laws;

Participates, or is represented, in meetings of local and state professional associations and activities;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Reviews and acts for the Commissioner on reports to or from contracting agencies;

Works to expand the department's outreach to the public in terms of mental health education and technical assistance;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of comprehensive mental health services organization and administration; good knowledge of public administration, personnel administration, fiscal planning and the functions various 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 subordinator administrative, supervisory and professional staff and gain their cooperation; ability to meet and deal effectively with others; ability to analyze and evaluate reports and studies; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; sound judgment; reliability; resourcefulness; initiative; tact; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree\* in a mental health clinical discipline, mental health administration, public administration, public health, or health care administration, and six years experience in a clinical or program administration capacity, four of which must have been in an agency-wide management position in either a public health, mental health, or chemical dependency agency.

\*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.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience

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J. C.: Competitive  
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Job Class Code: E0790  
Job Group: XVII