

Jurisdictional Class: Non-Competitive
EEO Category: Officials/Administrators
Revised: 07/10/2018
Approved by NYS OTDA: 03/29/2007

DEPUTY COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This administrative position involves responsibility for assisting the Commissioner in administering public assistance and care, as defined in the New York State Social Services Law. The incumbent may have agency-wide responsibility to assisting in the implementation of the mission of the Department through the participation in the planning, development and attainment of departmental objectives, or by overseeing an assigned major functional area such as social services or financial assistance. Work is performed under the general direction of the Commissioner of Social Services, in accordance with established policies and objectives. Considerable leeway is allowed for the exercise of independent judgment in planning and executing assignments. Supervision is exercised over the work of all subordinate professional, technical and clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the Commissioner in overseeing all phases of the public welfare program, including planning, organizing, directing and coordinating the work of the various units of administration for efficient and effective operation;

Assists in financial planning, including preparation of budgets, maintenance of fiscal controls, and submission of required reports to the local legislative body and the State;

Assists in the development and implementation of departmental programs, policies and procedures;

Oversees the organization and administration of a comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources, as well as, the State's educational leave program;

Cooperates with representatives of the State Department of Social Services in the operation and development of the local Social Services district program, and directs the preparation and submission of the required reports to the State;

Conducts public relations for the social services district and interprets the public welfare program to the community;

Cooperates with other agencies, both public and private, and officials and citizens in planning for community service;

Assists in overseeing the maintenance and operation of a home or homes for the aging, children's shelters, infirmaries and other institutions, as dictated by the needs of social services district;

Assists in resolution of complaints and inquiries registered by the public regarding department program and policies;

Adapts Federal and State guidelines and mandates for agency use;

Prepares reports and analyses of agency operations;

May interpret the public welfare program to the community;

Represents the Commissioner at meetings with public officials and community groups;

Acts for the Commissioner in his/her absence.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of social case work and public welfare administration; thorough knowledge of Federal, State and local public welfare laws, rules and regulations; thorough knowledge of the social and economic conditions of the County; good knowledge of modern principles and practices of public administration; ability to plan, coordinate, and supervise a wide variety of social services activities on a large scale; ability to compile, analyze, and interpret statistical data related to social welfare administration; ability to prepare complex written and oral reports clearly and concisely; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; initiative; resourcefulness; good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** six (6) years of satisfactory full-time paid experience in a health, education and social agency, four years of which must have been in a satisfactory administrative or supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** six (6) years of responsible full-time paid experience in an administrative or management position where there is responsibility for planning, directing, and coordinating the work of a substantial staff working in several units or performing several separate functions.

NOTE: Each year of experience as a chief executive officer of a social services district, within six years immediately preceding the date on which he/she is appointed, shall be the equivalent of two (2) years of the above prescribed experience.

Adopted: 07/10/1975
Revised: 09/08/1980; 02/01/1982; 06/26/1990; 03/29/1996; 11/21/2006;
07/10/2018