

Jurisdiction: Oneida County  
Jurisdictional Class: Exempt  
Revised: 7/19/96

## **DEPUTY COMMISSIONER OF MENTAL HEALTH**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Community Mental Health Department. The incumbent's responsibilities include, but are not limited to, assisting the Oneida County Commissioner of Mental Health in all phases of the Oneida County Community Mental Health Program. He/she assumes charge of the Mental Health Department during the Commissioner's absence. He/she is expected to help direct the planning and coordination of the mental health and mental retardation services provided within the community. The incumbent is allowed wide leeway for making independent decisions, but confers with the Commissioner of Mental Health and the Mental Health Advisory Board on major policy decisions (such as establishment of facilities and control of services) toward attaining a comprehensive community mental health and mental retardation program. The Deputy Commissioner of Mental Health assists the Commissioner during budget preparation and offers advice and observations as to the progress and effectiveness of the various community mental health programs in the department. The incumbent is charged with maintaining high clinical and administrative professionalism in the Oneida County community mental health program direct services and ensures these services are in compliance with local, State and Federal laws and regulations. Supervision is exercised over subordinate professional, administrative, sub-professional and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assists the Commissioner of Mental Health in directing all phases of Oneida County Mental Health and mental retardation services, both direct and contracted mental health services;
- Assists the Commissioner of Mental Health in coordination of Mental Health services with other authorized public health agencies and groups;
- Evaluates the clinical activities within each direct service and reports observations and recommendations to the Commissioner of Mental Health;
- Monitors program expenditures and recommends any necessary actions to the Commissioner;
- Assumes responsibility for equitable distribution of departmental resources such as personnel, equipment and funds;
- Provides the directors and coordinators of the various programs of Oneida County Mental Health Department with technical expertise required to develop, prepare and submit State plans that will accurately assess the needs, target populations and available services in the areas;
- Assumes responsibility for providing information on Oneida County's direct services to the various public and private hospitals, institutions, agencies, and clinics that provide mental health services in Oneida County;
- Advises the Commissioner on development, formulation and implementation of departmental policies and procedures concerning clinical activities and administrative responsibilities;
- Provides information on direct services to the news, media or other sources that request information on Oneida County's services relating to mental health and mental retardation.

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**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles of management, organization and administrative procedures of the Oneida County Community Mental Health Department; good knowledge of techniques, principles, and practices involved with planning, as well as, the ability to prepare comprehensive mental hygiene plans; good knowledge of State and local laws, rules and regulations in the area of mental health; good knowledge of the types and organizations of local health providers; ability to utilize different methods, procedures and techniques presently used in treating mental disorders or disabilities; ability and skill in organizing, coordinating and chairing various committees; leadership, ability and skill in personnel management; ability to present recommendations clearly and concisely both orally and in writing; tact.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a university approved by the New York State Department of Education with a Master's Degree in social work, psychology or public administration, **AND** five (5) years of full-time experience working in recognized programs, as approved by the New York State Department of Mental Hygiene in programs for the mentally ill, mentally retarded or alcoholism; two (2) years of which shall have been in a supervisory or administrative capacity; **OR**
- (B) Certification by the New York State Department of Education as a social worker and possession of a Master's of Social Work Degree from a university approved by the New York State Department of Education, **AND** five (5) years of full time experience, as outlined in (A) above;
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

**NOTE:** Education beyond that required for certificates as a Social Worker by the New York State Department of Education and possession of a Master's Degree in Social Work, psychology or public administration from a university approved by the New York State Department of Education may be substituted on a year-for-year basis up to a maximum of two (2) years--but not for the two (2) years of supervisory or administrative experience, as outlined in (A) above.