

Jurisdictional Class: Competitive; Non-Competitive in County  
Adopted: October 6, 1988  
Revised: May 3, 2010

**COMMISSIONER OF SOCIAL SERVICES**

**DISINGUISHING FEATURES OF THE CLASS:** The Commissioner of Social Services is charged with responsibility for administering public assistance and care as defined in the Social Services Law. In discharging this responsibility, the Commissioner must organize, direct, and coordinate the work of all employees, both professional and nonprofessional, in the Social Services Department and at times other agencies to achieve the effective and efficient operation of the multiple programs undertaken by the Department. The Commissioner has complete control, subject to financial limitations imposed by the Clinton County operations. Major objectives of the Commissioner and the Department are to provide adequately for those unable to maintain themselves and to administer such care, treatment, and service as may restore such persons to a condition of self-support and enable them to live in the least restrictive environment. An additional objective is to give such service to those liable to become destitute as may prevent the necessity of their becoming public charges. Administers the Child Support Enforcement and Collection efforts for both public assistance clients and the general public. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Is responsible for all phases of the public welfare program, including planning, organization, directing, and coordinating the work of the various units of administration for efficient and effective operation;

Has charge of financial planning, including preparation of budgets, maintenance of fiscal controls, and submission of required reports to the Clinton County Legislature, State Department of Social Services, and Federal government;

Determines personnel requirements, and is responsible for the appointment of staff in compliance with New York State Civil Service Law and Civil Service Rules for Clinton County;

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, other State and Federal agencies in the operation and development of the local social services district program, and directs the preparation and submission of required reports to the State Department;

Is responsible for the public relations of the social services district and for the interpretation of the public welfare programs to the community;

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

Has responsibility for the certification of day care, foster, and adoptive homes in the district;

Has charge of financial planning, medical treatment decisions, and generally oversees the lives of those individuals the courts deem to be in need of a conservator or guardian;

Responsible for establishing out-of-state nursing home rates for Clinton County;

At the request of the Board of Legislature, reviews financial requests made to the Board;

Respond to emergency needs in the district;

Meets on a monthly basis with New York State Department of Social Services Deputy Commissioners to formulate regulations, administrative letters, and plan local implementation;

Meets on a quarterly basis with New York State Commissioner regarding planning;

Reviews proposed State and Federal laws and regulations for comment;

Contacts local, State and Federal legislators regarding policy formation.

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

Comprehensive knowledge of modern principles and practices of social case work and public welfare administration;

Thorough knowledge of Federal, State, and local public welfare laws and programs;

Thorough knowledge of principles and practices of supervision and management;

Thorough knowledge of the techniques of case recording;

Familiarity with State, Federal and local government operations as they impact on welfare programs;

Ability to plan, implement, direct, and evaluate services for public welfare programs;

Ability to effectively supervise a large number of employees;

Ability to establish and maintain a harmonious working relationship between employees and the public;

Ability to provide leadership and to secure the cooperation of others;

Ability to prepare and analyze various technical and statistical reports;

Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and either:

(a) Five (5) years of experience in an agency adhering to a health, education, or social work practice; three (3) years of which must have been in an administrative or supervisory capacity; or

(b) Five (5) years of experience in an administrative or management position with responsibility for planning, directing, and coordinating the work of a substantial number of staff working in several units or performing several separate functions.

**NOTE:**

1. Each year of experience as a chief executive officer of a public social services department of a public social services district, within six (6) years, immediately preceding the date on which an incumbent is appointed, shall be equivalent to two (2) years of experience as defined by the limits of (a) and (b) above.
2. Graduate study from a regionally accredited or New York State registered college or university in social work, public administration, hospital administration, educational administration, or business administration may be substituted on a year-for-year basis up to two (2) years for experience as defined by the limits of (a) and (b) above. However, graduate study shall not be substituted for the three (3) years of administrative or supervisory experience required in (a) above.