

Jurisdictional Class: Competitive; Non-Competitive in County
Adopted: August 29, 1994
Revised: May 11, 2010

DEPUTY COMMISSIONER OF SOCIAL SERVICES

DISINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Commissioner in administering public assistance and care as defined in the Social Services Law. The incumbent may have agency-wide responsibility for 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 or program. The work is performed under the general direction of the Commissioner of Social Services in accordance with established policies and objectives with considerable leeway allowed for the exercise of independent judgment in planning and executing assignments. Supervision is exercised over the work of subordinate professional, technical, and clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Commissioner in overseeing all phases of the Department's programs, 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;

May be assigned responsibility for overseeing and supervising the operation of a major functional area or program in the department; i.e. managed care, legal, JOBS;

Cooperates with representatives of the State Department of Social Services in the operation and development of the local Social Services district program;

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, officials, and citizens in planning for community service;

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

Assists in developing programs and establishing policy for the effective operation of the agency;

Prepares reports and analysis of agency operations;

Makes hiring recommendations and oversees resolution of employee grievances and disciplinary actions;

At his/her request, represents the Commissioner at meetings with public officials and community groups, NYSDSS, and other departments;

Acts for the Commissioner in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State, and local public welfare laws, rules, and regulations;
Good knowledge of modern principles and practices of social case work and public welfare administration;
Good knowledge of modern principles and practices of public administration;
Working knowledge of public relations techniques;
Working knowledge of personnel management practices;
Ability to plan, coordinate, and supervise social services activities on a large scale;
Ability to prepare complex written and oral reports;
Ability to assist in establishing agency policies and procedures;
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
Good judgment.

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

- (a) Four (4) years of experience in a health, education, or social services agency; two (2) years of which must have been in an administrative or supervisory capacity; or
- (b) Four (4) years of experience in an administrative or managerial position in which there was responsibility for planning, directing, and coordinating the work of a substantial staff working in several units or performing several separate functions; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Post graduation study in 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 for up to two (2) years of the above experience. No such post-graduate training, however, shall be substituted for any of the two (2) years of administrative or supervisory experience required in (a) above.