

## **COMMISSIONER OF SOCIAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily administrative work of a complex nature involving responsibility for planning, coordinating and implementing public assistance and service-delivery programs in accordance with State and Federal laws and regulations and local policies. The work is reviewed and evaluated through conferences and reports, as required by the County Executive, County Legislature or applicable laws. Administrative supervision is exercised over a large number of supervisory, technical, professional and non-professional employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Directs all phases of the County social services program, including planning, organizing, directing and coordinating the work of the various units of administration for efficient and effective operation;

Provides for those unable to maintain themselves and administers the provision of care, treatment and service as may restore such persons to a condition of self-support and/or self-sufficiency;

Oversees the provision of services to those liable to become destitute in order to prevent the necessity of their becoming financially dependent;

Directs the financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports;

Determines personnel requirements and makes appointments of staff in compliance with State law and local civil service rules;

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 Welfare in the operation and development of the local welfare district program;

Is responsible for public relations and the interpretation of the social services program to the community;

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

Keeps abreast of changes in laws, procedures, regulations and methods;

Participates in related social and public welfare activities in order to ensure the well-being of clients and community residents.

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

Thorough knowledge of the principles and practices of social welfare and health administration; thorough knowledge of social and health legislation; thorough knowledge of administrative techniques and practices with particular reference to field staff located in separated areas and to the relationship between public agencies and the general public; thorough knowledge of the theory and practice of budgeting and financial record keeping, personnel administration, supervision and administrative control; ability to plan, lay out and direct the work of staff officers effectively and to work cooperatively with related agencies and personnel; ability to think analytically in the solution of administrative and social and health problems and to make and hold to decisions resulting therefrom; ability to meet, speak and deal effectively with public officials, professional personnel and the general public.

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**MINIMUM QUALIFICATIONS:** The individual must meet, as a minimum, the following, pursuant to Book 18, section 679 of the New York State Department of Social Services Book of Regulations:

Graduation from college with a Bachelor's degree and five (5) years of experience in a health, education or social agency, three (3) years of which must have been in an administrative or supervisory capacity; or five (5) years of responsible 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:**

1. Each year of experience as a Chief Executive Officer of a public welfare district, within six (6) years immediately preceding the date on which he is appointed, shall be the equivalent of two (2) years of the above-prescribed experience.
2. Post-graduate college training in Social Work, Public Administration, Hospital Administration, Educational Administration or Business Administration shall be the equivalent, on a year-for-year basis up to two (2) years, of any required experience, except for the administrative or supervisory experience in a health, education or social agency.