

## **DEPUTY COMMISSIONER OF SOCIAL SERVICES (ADMINISTRATIVE SERVICES)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is complex professional and administrative work involving responsibility for overseeing and directing a diverse team of professional, technical and clerical staff engaged in administrative functions such as financial compliance and administration, personnel, accounting, records control, government grants, data and vendor processing and IT systems related to welfare management. The Deputy Commissioner has a considerable level of independent judgment and decision-making responsibilities and acts for and in place of the Commissioner of Social Services, as needed. The work is performed under the general direction of the Commissioner of Social Services and supervision is exercised over a large number of professional, technical and clerical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and manages the activities of professional, technical and clerical employees involved in administrative functions such as financial compliance and administration, personnel, accounting, records control, government grants, data and vendor processing and IT systems related to welfare management;

Develops, implements and manages departmental policies, procedures, standards and guidelines for social services programs, including those pertaining to administrative operations and fiscal policy;

Evaluates the effects of New York State and federal legislation and directives to ensure compliance, develops strategic plans for their implementation, reviews reporting procedures and ensures adherence to regulatory requirements;

Acts as a liaison with federal, New York State and county agencies regarding fiscal and general administrative matters;

Evaluates the department's budgetary requirements and provides recommendations to the Commissioner of Social Services to ensure effective financial planning and resource allocation;

Conducts feasibility studies to enhance department administration, assessing potential improvements and optimizing operational efficiency;

Develops and compiles various reports, including those pertaining to studies and specialized research, ensuring accurate documentation and analysis;

Acts for an in place of the Commissioner of Social Services, when needed.

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

Thorough knowledge of administrative policies, practices and procedures; thorough knowledge of New York State laws, rules and regulations applicable to the services and operations of the Department of Social Services; thorough knowledge of federal and state laws and programs applicable to social service activities; thorough knowledge of accounting procedures, particularly as applied to government accounting; thorough knowledge of the principles and practices of public administration; thorough knowledge of budget analysis and financial compliance; thorough knowledge of data processing and management information systems; ability to analyze and organize complex processes; ability to supervise the work of a large subordinate staff; ability to communicate effectively both orally and in writing; ability to prepare clear and accurate reports; ability to understand and interpret complex written material, such as program and government regulations; ability to establish and maintain cooperative relationships with others; ability to act for an in place of the Commissioner of Social Services.

(over)

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Public Administration, Business Administration, Accounting, Finance, or comparable degree and seven (7) years of experience in a human services setting, at least four (4) years of which must have been in a supervisory, managerial or administrative capacity directing a large staff.

**NOTE:** A Master's degree in Public Administration, Business Administration, Accounting, Finance, or comparable degree may be substituted for two (2) years of experience in a human services setting.