

DEPUTY COMMISSIONER OF SOCIAL SERVICES*

DISTINGUISHING FEATURES OF THE CLASS: This is complex professional and administrative work involving the responsibility for overseeing and directing a diverse team of professional, technical and clerical staff engaged in specialized services and programs. The Deputy Commissioner of Social Services develops and manages departmental policies, procedures, standards and guidelines for social services programs. The Deputy Commissioner of Social Services has a considerable level of independent judgement 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 support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and manages the activities of professional, technical and clerical staff engaged in all aspects of social services programs and planning initiatives including social casework programs, program development and grant proposal development;
Develops, implements and manages departmental policies, procedures, standards and guidelines for social services programs, including those pertaining to social casework, child welfare, adult and special support services and planning initiatives;
Supervises and manages professional, technical and clerical personnel;
Oversees the implementation of procedures to ensure compliance with Federal, New York State and local regulations, while evaluating their impact on programs and policies;
Acts as a liaison between County department Commissioners, community and private-sector organizations and governmental agencies at the Federal, State and local levels;
Prepares a variety of reports analyzing emerging trends and key developments in social casework and planning initiatives;
Acts for and in place of the Commissioner of Social Services, when needed;
May oversee financial planning activities, including budget development, enforcement of fiscal controls and timely submission of mandated reports;
May assess staffing needs and appoint personnel in accordance with New York State regulations and local civil service guidelines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of social welfare and health administration; thorough knowledge of the principles and practices of social casework and public welfare administration, along with the ability to effectively apply them; thorough knowledge of federal, State and local public welfare laws and programs; thorough knowledge of principles and practices of public administration; thorough knowledge of budget analysis and financial compliance; thorough knowledge of the techniques of case recording; 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; ability to establish and maintain cooperative relationships with others; ability to act for and in place of the Commissioner of Social Services.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and seven (7) years of paid work experience in a health, educational or social agency, at least four (4) years of which must have been in a supervisory, managerial or administrative capacity directing a large staff.

(over)

NOTE: A Master's degree or higher in Social Work, Public Administration, Business Administration, or comparable degree may be substituted for two (2) years of paid work experience in a health, educational or social agency.

*The title of Deputy Commissioner, Social Services has been updated to accurately reflect the official establishment of the current position.