

## **DEPUTY COMMISSIONER, SOCIAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative work of a complex nature which involves acting generally for and in place of the Commissioner of Social Services as needed. The Deputy Commissioner (or incumbent) formulates policies, procedures, standards, and guidelines for social services programs, and organizes, directs, and coordinates the work of all employees. This position requires a broad scope of independent judgement and decision-making. The work is performed under the general direction of the Commissioner of Social Services and supervision is exercised over a substantial number of support personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and directs all phases of social services programs and planning activities (i.e., social casework programs, program development, development of grant proposals), including organizing, directing, and coordinating the work of the various units of administration for efficient and effective operations;

Formulates policies, procedures, standards, and guidelines for social services programs such as casework, child welfare, adult and special support services and planning activities;

Supervises and manages large teams and cross functional staff;

Oversees the implementation of procedures to ensure compliance with Federal, New York State, and local guidelines and their impact on programs and policies;

Reviews and revises policies and procedures to ensure the most efficient and cost-effective use of resources;

Acts as liaison with Commissioners of other County departments, community groups and private-sector organizations and Federal, New York State and local agencies;

Prepares a variety of reports on trends in the areas of social casework and planning issues;

Acts for and in place of the Commissioner of Social Services, when needed;

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

May determine personnel requirements and make appointments of staff in compliance with New York State law, and local civil service rules.

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

Thorough knowledge of the principles and practices of social welfare and health administration; thorough knowledge of modern principles and practices of social casework and public welfare administration and the application of same; thorough knowledge of Federal, State and local public welfare laws and programs; 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 budgeting and financial record keeping; good knowledge of case recording; ability to supervise and manage a large staff; ability to plan, lay out and direct the work of staff effectively in the solution of administrative and social and health problems and to make and hold to decision resulting therefrom; ability to communicate effectively both orally and in writing, especially with public officials, professional personnel and the general public; ability to prepare clear and accurate records and reports; 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 full-time paid experience in a health, educational or social agency including or supplemented by four (4) years in a responsible administrative or supervisory capacity involving planning, directing and/or coordinating a large staff.

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**NOTE:** A Master's degree in Social Work, Public Administration, Business Administration, or comparable curriculum may be substituted for two (2) years of the above general experience.

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Competitive