

## **COMMISSIONER OF MENTAL HEALTH\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is complex administrative and professional mental health work involving responsibility for planning, coordinating and implementing community mental health activities, including the direction of the Department of Mental Health. The work is performed in accordance with established laws and regulations and outlined objectives and policies, and as may be directed by the County Executive or in accordance with policies prescribed by the County Legislature. The work is reviewed and evaluated through conferences and reports. Administrative supervision is exercised over professional and non-professional program directors. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Exercises general supervision and coordinates all mental health services and facilities rendered, operated or supported by the Community Mental Health Board;

Makes studies to determine the mental health needs of the community;

Recommends the provision of services and the establishment of facilities designed to promote mental health and prevent psychiatric disorders;

Administers personnel matters, budget preparation and operation of all non-medical activities;

Administers the operation of all Mental Health Center Services: Adult Service, Children's Service, Outpatient, Day Care, Night Hospital, Volunteers, Inpatient, Emergency and Admissions, Rehabilitation, Child Development, Administration, Training, Community Consultation and Education, and Research and Evaluation Services;

Makes frequent tours of inspection;

Reviews medical staff for high standards of medical care;

Reviews administrative procedures to insure economical and efficient use of facilities, equipment and non-medical personnel;

Maintains liaison with Directors of other related mental health facilities in the County, with community leaders, Federal authorities and with social welfare and other local agencies and groups;

Prepares periodic reports, including required annual reports and other reports required by regulatory agencies;

Consults with County Mental Health Board on questions of general policy;

Serves as chief executive officer of the Community Mental Health Board.

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

Comprehensive knowledge of modern theory and practice of psychiatry; thorough knowledge of basic psychiatric sciences, medical and social psychology, psychopathology, psychotherapy and physiological therapies; thorough knowledge of the form, function and pertinent pathology of the nervous system; ability to supervise the treatment of patients with psychiatric disorders; ability to plan, organize and supervise services designed to promote mental health and prevent psychiatric disorders; administrative ability; sound professional judgment.

**MINIMUM QUALIFICATIONS:** Qualifications will be determined by the County Executive and in accordance with the standards set by the State Commissioner of Mental Hygiene pursuant to section 41.09 of the Mental Hygiene Law.

\*This reflects a retitling of Director of Community Mental Health Services.

R.C.D.P. (06.16.2015) 06.08.2020 - Job specification may be subject to further revision  
Unclassified