

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 as well as maintaining responsibility for the coordination and implementation of the Welfare Management Systems of automation of program data in the Department of Social Services. In her/his capacity as deputy, the incumbent organizes, directs and coordinates the work of all employees. 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:

Acts for the Commissioner of Social Services as follows:

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;

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;

Performs other duties appropriate to the Commissioner of Social Services.

Directs the Welfare Management Systems as follows:

Coordinates the installation and implementation of the Welfare Management Systems of automation among local users and State Systems staff;

Serves as a resource person for local operations and acts as liaison with State staff;

Participates in developing methods and procedures to adapt the system to local and state needs;

Designs and oversees the procedures to provide appropriate data for system use;

Sets guidelines and provides instruction on access and use of system capability;

Reports on uses, problems and potential of Welfare Management Systems to state agencies, County Legislature, Commissioner of Social Services, etc.;

Oversees and participates in studies of WMS impact on agency operations and staffing;

Supervises local WMS staff and checks reporting procedures for reimbursement claims;

Resolves technical problems.

(over)

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 the theory and practice of budgeting and financial record keeping, personnel administration, supervision and administrative control; good knowledge of the techniques of case recording; 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 decision resulting therefrom; ability to meet, speak and deal effectively with public officials, professional personnel and the general public; ability to prepare clear and accurate records and reports.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and seven (7) years of full-time paid experience in a health, educational or social agency including or supplemented by either:

- a. Four (4) years in a responsible administrative or supervisory capacity involving planning, directing and/or coordinating a large staff; or
- b. Four (4) years in a technical or managerial position responsible for planning, development and/or implementation of automated data processing systems.

NOTE: Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Social Work, Public Administration, Business Administration or a related field may be substituted for two (2) years of the above general experience but not for the experience mentioned in (a) or (b).