

## **DEPUTY COMMISSIONER OF SOCIAL SERVICES**

**30540**

**(Non-Competitive)**

### DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for assisting the Commissioner of Social Services in the overall operation of a public welfare program. Under general supervision, an employee in this class is responsible for the day to day operation of a county social services department within the framework of the Social Services Law, rules and regulations, and administrative policies established by the Commissioner. In the absence of the Commissioner, a deputy may have complete charge of department operations and direction of personnel. Does related work as required.

### TYPICAL WORK ACTIVITIES

Assists the Commissioner in the preparation of an annual budget, maintenance of fiscal controls, and submission of financial reports to the local legislative body and the State Department of Social Services.

Assists the Commissioner in recruitment and selection of personnel.

Coordinates activities of the department to meet departmental goals and objectives.

Reviews and approves all purchase orders.

Reviews and approves all travel expenses.

Assists the Commissioner in program development and in formulation of department policy.

Oversees the administration of comprehensive staff development programs for department employees.

Assists the Commissioner in the public relations aspect of the department and in interpreting the work of the department to the community.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of the principles and practices of social case work.

Comprehensive knowledge of modern principles and practices of business management and administration.

Thorough knowledge of federal, state and local welfare legislation and programs.

Ability to plan and initiate changes in local policies and procedures to further improve and coordinate the administration of a social service program.

Ability to relate social service program goals to community groups and organizations.

### MINIMUM QUALIFICATIONS

(I) Graduation from a recognized college or university with a baccalaureate degree and four-year course of study, and

(II) (a) Five years of satisfactory full-time paid experience in a health, education, or social agency, three years of which must have been in a satisfactory administrative or supervisory capacity; or

(b) Five years of responsible full-time paid experience in an administrative or management position, where there is responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions.

(III) Each year of experience as a chief executive officer of a social services district, within six years immediately preceding the date on which he/she is appointed, shall be the equivalent of two years of the above prescribed experience.

(IV) Post graduate training, at a recognized college or university in social work, public administration, hospital administration, educational administration or business administration, shall be the equivalent, on a year for year basis up to two years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed in clause (a) of subparagraph (II).

\*Note: Minimum qualifications established in Section 18 NYCRR (New York Codes, Rules and Regulations)

Section 679.10.

9/93 Date of Revision