

DEPARTMENT: SOCIAL SERVICES
CLASSIFICATION: NON-COMPETITIVE
APPROVED: 12/14/81

FLSA Status: Exempt/Administrative 1/4/2010

DEPUTY COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is primarily an administrative position involving responsibility for the day-to-day operation of a County Social Services Department within the framework of the Social Service Law, Rules and Regulations, and administrative policies established by the Commissioner. A Deputy Commissioner must effectively coordinate the various functions of the department such as social services, eligibility determination, validation, staff development and business management. In the absence of the Commissioner, a Deputy has complete charge of department operations and direction of personnel. Assists the Commissioner with the overall administration of a local social services district. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists Commissioner in preparation of annual budget, maintenance of fiscal controls and submission of financial reports to local legislative body and the State Department of Social Services;
2. Assists Commissioner in recruitment and selection of personnel;
3. Coordinates activities of the Department to meet department goals and objectives;
4. Reviews and approves purchase orders for the department;
5. Reviews and approves staff travel expenses;
6. Assists Commissioner in program development and in formulation of department policy;
7. Oversees the administration of a comprehensive staff development program for all employees in the department;
8. Assists the Commissioner in the public relations aspects of departmental operations and in interpreting the work of the department to the community.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, and terminology of social agency administration; thorough knowledge of Federal, State and local laws and policies on social welfare; good knowledge of budgeting, accounting, records management and office supervision; ability to plan, direct and evaluate the work of a large staff; familiarity with legislation, current problems and trends, and professional literature in the social welfare field; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State accepted college or university with a Bachelor's Degree;

AND: 1. Five (5) years of satisfactory full-time paid experience in a health, education or social agency, three (3) years of which must have been in a satisfactory administrative or supervisory capacity;

OR: 2. Five (5) 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.

NOTE: Each year of experience as a chief executive officer or deputy of a public welfare department or public welfare district within six (6) years immediately preceding the date on which he/she is appointed, shall be the equivalent of two (2) years of the above prescribed experience.