

DEPARTMENT: MENTAL HEALTH

CLASSIFICATION: COMPETITIVE

APPROVED: AUGUST 31, 2017

FLSA Status: Exempt/Administrative 1/4/2010

DEPUTY DIRECTOR MENTAL HEALTH COMMUNITY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative and professional position with responsibility for the efficient coordination of the day-to-day activities of the Department. Responsibilities include generally directing the planning, coordination, administration and operation of the mental health and developmental disabilities services, and alcoholism and substance abuse preventative and rehabilitative services provided within the county. Work is performed under the general supervision of the Director with leeway allowed for independent judgment in implementing established policies and procedures. Supervision is exercised over professional, administrative and clerical staff. Performs related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the Director in the planning, organization and direction of a comprehensive community mental hygiene program;
2. Exercises administrative direction and supervision over mental health and developmental disabilities services, and alcoholism and substance abuse preventative and rehabilitative services;
3. Manages activities related to preparation and implementation of the annual plan for mental health, alcohol/substance abuse, and intellectual/developmental disabilities;
4. Assists the Director in overseeing the administrative operations of county mental health & substance abuse programs and for treatment of clients in services and facilities provided by county agencies;
5. Coordinates mental hygiene services with other authorized public health agencies and groups;
6. Aids in the preparation of the department budget and annual report of programs which are under the responsibility of the department;
7. Makes staffing and budgeting recommendations to the Director for immediate and long range programming;
8. Participates in departmental staff and contractor recruitment and selection and arranges for orientation, training, and supervision;
9. Oversees, and may plan and develop, educational and informational programs for the community, to promote maximum use of mental health and developmental disabilities services, and alcoholism and substance abuse preventative and rehabilitative services, and conducts or directs public awareness forums and activities;
10. Aids in conducting studies related to the promotion of mental health and developmental disabilities services, and alcoholism and substance abuse preventative and rehabilitative services;
11. Performs needs assessments, conducts public meetings, etc. relative to establishment and operation of new mental health, intellectual/developmental disabilities, alcohol and substance abuse programs;
12. Manages the development of new program initiatives through researching and obtaining new funding and participating in program development activities;
13. Represents the department in conferences and meetings related to mental hygiene system planning and development;
14. Assists in the preparation of public relations material;
15. Supervises subordinates in the department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, and procedures of community mental hygiene administration; thorough knowledge of planning, administration and coordination of mental health, alcohol/substance abuse, and developmental disabilities services; good knowledge of budgeting and fiscal management practices; good knowledge of federal, state, and local legislation and regulations regarding mental hygiene; good knowledge of treatment resources available related to mental health, alcohol and substance abuse, and intellectual/developmental disabilities; ability to plan and supervise the work of others; ability to prepare and analyze complex records and reports; ability to communicate effectively both orally and in writing; ability to establish good working relationships with others; resourcefulness in handling administrative problems; tact and courtesy; sound professional judgement and integrity; initiative; physical condition commensurate with the demands of the position.

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DEPUTY DIRECTOR MENTAL HEALTH COMMUNITY SERVICES CONTINUED

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status as a Supervising Social Worker, Home & Community Based Services Supervisor, Behavioral Health Clinical Supervisor or a Mental Health Services Fiscal Administrator immediately prior to the date of examination.

OPEN COMPETITIVE:

1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with Master's Degree in Social Work, Sociology, Psychology, or a closely related field and four (4) years of full-time paid staff administrative experience in Mental Health Hygiene programs; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to give degrees with a Master's Degree in Public or Business Administration and four (4) years of full-time paid staff administrative experience in Mental Health Hygiene programs; **OR**
3. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree in Social Work, Sociology, Psychology, or a closely related field and six (6) years of full-time paid staff administrative experience in Mental Health Hygiene programs; **OR**
4. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree in Public or Business Administration and six (6) years of full-time paid staff administrative experience in Mental Health Hygiene programs.

NOTE: Degrees in Political Science, History or Anthropology do not qualify as a closely related field.