

**DEPARTMENT:** SOCIAL SERVICES  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** APRIL 18, 2022

**FLSA Status:** Exempt/Executive 1/4/2010

**COMMISSIONER OF SOCIAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The Commissioner of Social Services or an employee in any other title denoting the chief executive officer in one of the social services districts in the State, is charged with the responsibility for administering public assistance and care as defined in the Social Services Law. In discharging this responsibility the Commissioner must organize, direct, and coordinate the work of all employees, both professional and non-professional, in the social services department to achieve the effective and efficient operation of the multiple programs undertaken by the department. The Commissioner has complete control, subject to financial limitations imposed by the local legislative body and the State Department of Social Services, over department operations and direction of personnel. Major objectives of the Commissioner and the department are to provide adequately for those unable to maintain themselves and to administer such care, treatment, and services as may restore such persons to a condition of self-support. An additional objective is to give such service to those liable to become destitute as may prevent the necessity of their becoming public charges. Has complete charge of a local public welfare program in one of the Social Services Districts of the State. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Is responsible for all phases of the public welfare program, including planning, organizing, directing, and coordinating the work of the various units of administration for efficient and effective operation;
2. Has charge of financial planning, including preparation of budgets, maintenance of fiscal controls, and submission of required reports to the local legislative body and state board;
3. Determines personnel requirements, and is responsible for the appointment of staff in compliance with state law and local civil service rules;
4. 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;
5. Cooperates with representatives of the applicable state departments in the operation and development of the local Social Services District program, and directs the preparation and submission of required reports to the state department;
6. Is responsible for the public relations of the Social Services District and for the interpretation of the public welfare program to the community;
7. Cooperates with other agencies, public and private, officials and citizens in planning for community services;
8. Has responsibility for the maintenance and operation of a home or homes for the aging, children's shelters, infirmaries, and other institutions as dictated by the needs of the Social Services District.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of public social service and administration; thorough knowledge of the principles and practices of public administration; thorough knowledge of social service and legislation; thorough knowledge of administrative techniques and practices with particular reference to field staff located in widely 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; ability to plan, lay out and direct the work of others effectively and to work cooperatively with related agencies and personnel; ability to analyze administrative and social services issues, and to arrive at effective decisions resulting in their resolution; ability to meet, speak and deal effectively with public officials, professional personnel and the general public; initiative; resourcefulness; sound professional judgment; tact; physical condition commensurate with the requirements of the position.

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## COMMISSIONER OF SOCIAL SERVICES CONTINUED

### MINIMUM QUALIFICATIONS:

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 **and one of the following**

1. Six (6) years of satisfactory full-time paid experience in a health, education, or social agency, four (4) years of which must have been in a satisfactory administrative or supervisory capacity; **or**
2. Six (6) 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:

1. Each year of experience as a chief executive officer of a social services 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.
2. Post-graduate training, at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, 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 (2) years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed above.