

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

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. Assists the Commissioner with the overall administration of a local social services district. In the absence of the Commissioner, the Deputy has complete charge of department operations and direction of personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists the Commissioner in the 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 department activities to meet goals and objectives;
4. Manages personnel issues involving department employees in following union contract, county and department policies;
5. Oversees issues related to staff safety, building security and reporting of incidents;
6. Assists the 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 department 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; thorough knowledge of personnel administration; 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 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. 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.