

## **COMMISSIONER OF FAMILY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The Commissioner of Family Services is the Chief Executive Officer of the County Social Services District and 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 Family Services Department to achieve the effective and efficient operation of the multiple programs undertaken by the department. The Commissioner has complete control over department operations and direction of personnel, subject to financial limitations imposed by the local legislative body and the State Departments of Health and Labor and Office of Children and Family Services and Office of Temporary Disability Assistance. Work is performed in accordance with the requirements of the Social Services Law and policies of the County Legislature. 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 service 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.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

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;

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Is responsible for financial planning, including preparation of budgets, maintenance of fiscal control and submission of required reports to the Sullivan County Legislature and State government;

Develops program performance standards and conducts periodic assessments to determine that these standards are met;

Determines personnel requirements and is responsible for the appointment of staff in compliance with State law and local civil service rules;

Oversees the organization and administration of a comprehensive and effective staff development program to enhance the delivery of services;

Cooperates with representatives of the State Departments of Health and Labor and Office of Children and Family Services and Office of Temporary and Disability Assistance in the operation and development of the local Social Services District Program and directs the preparation and submission of required reports to the appropriate State Departments;

Is responsible for the public relations of the local Social Services District and for the interpretation of the public welfare program to the community;

Cooperates with other agencies, public and private, officials and citizens in planning for the effective delivery of human services;

Has responsibility for the maintenance and operation of a home or homes for the aging, children's shelters, adult care centers and other institutions as dictated by the needs of the social services district.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of modern principles and practices of social work and

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social services administration; thorough knowledge of financial management and administration principles, including accounting and auditing principles and techniques; thorough knowledge of the County's human service delivery systems; thorough knowledge of federal, state and local statutes, regulations, rules or other controls involving the delivery of social services and youth programs; thorough

knowledge of program planning and evaluation techniques; thorough knowledge of the principles and concepts of law that relate to the activities of the public sector administrator; thorough knowledge of basic administrative and management functions, such as planning, organizing, coordinating and controlling an operation; thorough knowledge of techniques of case recording and case management; ability to plan, direct and supervise the work of others, including subordinate supervisory staff; ability to express one's self clearly, both orally and in writing; ability to prepare clear and accurate records and reports; ability to maintain effective working relationships with people from a variety of social, economic, cultural and ethnic backgrounds; sensitivity to cultural diversity issues; ability to identify social service program management priorities; good judgment and emotional maturity; resourcefulness; and initiative.

**MINIMUM QUALIFICATIONS:** The qualifications for this position are established by regulation of the New York State Department of Social Services and are contained in 18 NYCRR 679.3 as follows:

#### **Acceptable Training and Experience:**

(a) **Training.** Graduation from a recognized college or university with a Bachelor's degree for a

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four-year course of study; and

(b) **Experience:**

- (1) Four (4) years of satisfactory full-time paid experience in a health, education or social agency, two (2) years of which must have been in a satisfactory administrative or supervisory capacity; or
- (2) Four (4) years of responsible full-time paid experience in an administrative or management position, where there is a responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions.

- Note:** 1. *Experience as local social services commissioner.* 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 is appointed, shall be the equivalent of two years of the above prescribed experience.
2. Post-graduate training. 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 Subdivision (b), Paragraph (1) above.

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**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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