

DISTINGUISHING FEATURES OF THE CLASS: The Commissioner of Health and Family Services is responsible for overseeing all operations and functions relating to the delivery of services provided through human services programs administered by the County. The incumbent 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. The Commissioner performs the county's responsibilities under the Mental Hygiene Law of the State of New York, and is the chief executive officer of the local government unit responsible for the delivery of mental health services. The Commissioner has complete control, subject to financial limitations established by the County legislature and the State Department of Social Services, over department operations and the direction of personnel. Administrative oversight is exercised over the programs administered through the Public Health Nursing Office, Community Services Department, Adult Care Center, Office of Aging Services, Social Services Department, and such other services as are assigned to the division. Supervision is exercised over administrative staff with more direct responsibility for staff oversight in an assigned unit. Work is performed in accordance with the requirements of the Social Services Law and the policies of the County legislature, with considerable leeway for independently carrying out the requirements of the position.

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.*

Recommends, develops, and implements policies relating to the administration of all human services programs administered through county offices;

Develops program performance measurement standards and conducts periodic assessments to

determine that these standards are met;

Reviews annual budget requests from human service agencies, and prepares the final draft request to the County Manager for consideration by the legislature;

Is responsible for all phases of the county public welfare program, including planning, organizing, directing, and coordinating the work of various units of administration for efficient and effective operation;

Determines personnel requirements for all human services programs and is responsible for the appointment of staff in compliance with state law and local civil service rules;

Oversees the organization and administration of comprehensive staff development programs to enhance the delivery of all human services provided through county offices;

Cooperates with representatives of the State Department of Social Services 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;

Oversees, approves, or modifies the recommendations of subordinate directors and supervisors involved in the delivery of human services programs;

Is responsible for public relations activities conducted in connection with county administered human services programs;

Cooperates with other agencies, officials, citizens, and advisory boards to conduct appropriate planning for the effective delivery of human services;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of financial management and administration principles including

accounting and auditing principles and techniques; thorough knowledge of human service delivery systems; thorough knowledge of the principles and concepts of law that impinge on the day-to-day operations of the public sector administrator; basic knowledge of generally accepted accounting principles; basic knowledge of the laws, principals and practices related to labor and labor negotiations; ability to prepare and analyze financial statements and annual reports; ability to express self clearly both orally and in writing; ability to maintain the trust and confidence of the County Manager and the County Legislature; sensitivity to issues of cultural diversity; integrity; and honesty.

MINIMUM QUALIFICATIONS: The qualifications for the position are established by regulation of the New York State Commissioner of Social Services and are contained in ___NYCRR___.

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Last Reviewed: 4/22/97
Jurisdictional Class: Non-Competitive
Public Hearing: Pending
NYS Civil Service Commission Approval: Pending

Revised and Replaced in Classplan: 1/3/2023