

COMMISSIONER OF THE DIVISION OF HEALTH AND FAMILY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The Commissioner of the Division 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 oversees the chief executive officer of the County social services district for administrative purposes only. The Commissioner oversees the County's responsibilities under the Mental Hygiene Law of the State of New York. The Commissioner has control, subject to financial limitations established by the County legislature over department operations and the direction of personnel. Administrative oversight is exercised over the programs administered through Public Health Services, Community Services Department, Care Center at Sunset Lake, Family 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 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;

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;

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 CHARAC-

TERISTICS: 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

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: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Public Administration, Business Administration, Social Sciences, Planning, Accounting, Economics, Law or any other advanced degree in a related field **and** four years of full-time paid experience in administration, management or supervision of professional staff, either in the public or private sector; or
- (B) 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 Public Administration, Business Administration, Social Sciences, Planning, Accounting, Economics, Law or any other advanced degree in a related field **and** six years of full-time paid experience in administration, management or supervision of professional staff, either in the public or private sector.

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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& FAMILY SERVICES.DOC

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Jurisdictional Class: Non-Competitive

Public Hearing: Pending

NYS Civil Service Commission Approval: Pending

Placed in Draft: 4/22/97

Revised in SC Personnel Classplan 2/18/21

Revised and Replaced in Classplan: 1/3/2023

Revised and Replaced in Classplan: 12/11/2024 (Edu)