**DEPUTY COMMISSIONER OF HEALTH AND FAMILY SERVICES 440-A**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Commissioner of Health and Family Services in overseeing all operations and functions relating to the delivery of services provided through human services programs administered by the County. The Deputy Commissioner is authorized to act generally for and in place of the Commissioner in all matters. The incumbent will assume direct day to day control over specific administrative, financial and supervisory functions as assigned by the Commissioner, and will assist in the day to day administrative oversight over the programs administered through the Public Health Services, Community Services Department, Adult Care Center. Work is performed in accordance with the directives of the Commissioner of Health and Family Services and consistent with the requirements of the Social Services Law and the policies of the County. Considerable leeway is allowed to independently perform most of 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.*

Assists the Commissioner in overseeing all phases of human services programs including planning, organizing, directing, coordinating, supervising, evaluating and the delivery of service;

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

Supervises and oversees the implementation of a Community Health Improvement Plan for the county, including various Social Health Crises.

Assists in the development and implementation of program performance measurement standards;

Assists in the compilation of data for use in the preparation of the annual budget;

Reviews annual budget requests from human service agencies and makes recommendations to the Commissioner for use in preparing a final budget request;

Assists in managing staff and personnel issues, including employee counseling, discipline, labor contract administration, grievance resolution, staff mediation, and such other specific functions as are assigned by the Commissioner;

Assists in determining 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;

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;

May perform public relations activities conducted in connection with County administered human services programs, as authorized and under the direction of the Commissioner and the County Manager;

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

Assists in the development and oversight of division-wide point of entry/case management programs;

Assists in the development and oversight of division-wide technology development and applications;

Uses computer applications or other automated systems, such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and concepts of law that impinge on the day-to-day operations of the public sector administrator; thorough knowledge of human service delivery systems; good knowledge of standard management functions including planning, organizing, budgeting, directing, reporting, forecasting, and supervising; good knowledge of financial management and administration principles, including accounting and auditing principles and techniques; basic knowledge of generally accepted accounting principles; basic knowledge of the laws, principals and practices related to labor and labor negotiations; ability to present ideas clearly both orally and in writing; ability to maintain the trust and confidence of the Commissioner of Health and Human Services; ability to operate a personal computer and utilize common office software programs to prepare accurate records and reports; sensitivity to issues of cultural diversity; and 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 or higher in Social Work, Public Administration, Human Services or a related field and four (4) years of acceptable experience in the administration of human services programs, including two (2) years as the primary administrative officer responsible for a social service agency, mental hygiene agency or public health agency in New York State; 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 in Social Work, Public Administration, Human Services or a related field and six (6) years of acceptable experience in the administration of human services programs.

*NOTE: Acceptable administration experience of human services programs means that the experience involved the substantial performance of <u>several</u> management functions, including planning, organizing, directing, reporting, coordinating, forecasting, budgeting, supervision of staff or similar functions.*