

## **DEPUTY COMMISSIONER SOCIAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The Deputy Commissioner of Social Services has all of the powers and duties of the Commissioner of Social Services including but not limited to the power to act for and in place of the Commissioner in his/her absence or inability to act. This is an important administrative position involving responsibility for the day-to-day operation of a local social services department within the framework of the Social Services Law and Department regulations and the administrative policies established by the Commissioner. The work is performed under the administrative direction of the Commissioner of Social Services. Direct supervision is exercised over the work of supervisory staff and others. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** May approve and sign for all functions of the local Social Services Department; Represents the Commissioner at conferences, public meetings, etc. as directed; Develops, modifies, and/or implements policies and procedures per NYS regulations and/or develops local procedures and policies; Handles and/or assists supervisory staff in regards to personnel matters such as hiring, performance evaluation, and disciplinary matters; Assists staff in problem-solving as matters arise in their respective units or cases; Develops, maintains and monitors contracts with outside agencies by reviewing proposals, overseeing budget and monitoring compliance with Federal and State regulations; Oversees integration of computer technologies into day-to-day work processes; Oversees records management for services case records; Plans and supervises staff development programs for casework staff; Meets with Services Coordinator and unit supervisory staff to develop plans for high risk cases and issues that pertain to department programs and/or personnel matters; Completes records and reports as required; Recommends staff and funding requirements in connection with budget planning.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and methods of planning and directing a local Social Services Department; Good knowledge of local, State and Federal rules and regulations pertaining to social services; Good knowledge of the principles and techniques of supervision; Ability to supervise a large staff; Ability to utilize personnel in an effective and efficient manner; Ability to make short and long term work plans; Ability to work with and secure the cooperation of others; Initiative; Imagination; Determination; Resourcefulness; Good judgement; Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and six years of fulltime paid or its parttime paid equivalent social casework or social work experience three years which must have been in a supervisory capacity in a local department of social services.

**NOTE:** A valid New York State driver's license is required at time of appointment and maintained during employment.

Adopted 12/21/99

Revised 6/15/10

Reviewed 1/23/15; 1/15/20