

## DEPUTY COMMISSIONER FOR ADMINISTRATION

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for the day to day operation of the Ulster County Department of Social Services, within the framework of the New York State Social Services Law, Rules and Regulations, and administrative policies established by the Commissioner. The work involves responsibility for overseeing the day to day operation of a large Social Services agency. Work is carried out in accordance with the complex statutes, codes, regulations, policies and procedures established for the agency and involves the coordination of the various functions of all departmental divisions such as: Services, Income Maintenance, Medicaid, and Food Stamps. Work is performed under the general direction of the Commissioner of Social Services with wide leeway allowed for exercising independent professional and administrative judgement in carrying out the mission of the department. In the absence of the Commissioner, the Deputy Commissioner of Administration has complete charge of department operations. This position will function as first Deputy to the Commissioner of Social Services. Direct and general supervision is exercised over all subordinate employees in the department. Does related work as required.

**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.

Exercises administrative direction over all activities of the department;

Interprets, implements and enforces Federal, State, and local laws, rules, regulations, directives and policies as they pertain to the administration of the department;

Assists in the development and implementation of departmental policies and procedures;

Acts as Personnel Administrator for the department, interviewing potential candidates for employment, and making final recommendations for hiring;

Oversees the maintenance of department personnel files;

Supervises and participates in the disciplinary, grievance, and performance evaluation processes;

Assists in the preparation of the department's annual budget with specific responsibility for the personnel accounts and monitors activities in these budgets during the fiscal year;

Represents the department on various County and Community Boards as directed;

Represents the Commissioner at public meetings as directed;

Oversees and controls the entire agency operation in absence of the Commissioner of Social Services.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Comprehensive knowledge of Federal, State, and local Social Services laws, regulations, programs, policies and procedures as they affect eligibility for Social Services programs; comprehensive knowledge of services and resources available within the department and the community; thorough knowledge of interviewing techniques; good knowledge of the principals and practices of management and supervision in the public sector; good knowledge of the Ulster County Employee Bargaining Agreement and personnel policies; working knowledge of Civil Service requirements; ability to establish and maintain effective personal and professional relationships; ability to analyze facts in making judgements regarding eligibility; ability to understand and follow complex oral and written directions; good managerial and supervisory skills; oral and written communication skills, tact, initiative, sound professional judgement, emotional maturity, courtesy, physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree with a major in management, public administration, business administration or related field; **AND**
2. Six (6) years of satisfactory full-time paid experience in a recognized social agency adhering to acceptable standards which provided or coordinated the provision of human services, four (4) years of which must have been in an administrative supervisory position where there was responsibility for planning, directing or coordinating the work of a substantial staff.

**NOTE:**

Spec in book has original stamp that reads, "Approved by New York State Department of Social Services' 'Reviewer (in script) Gary Martinus' 'Date (in script) 11/20/91' 'County (in script) Ulster'.

ULSTER COUNTY  
2184 DEP COM ADM  
Classification: Non-Competitive (PIC)  
NUMGT

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