

## **DEPUTY COMMISSIONER FOR SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for planning, directing and supervising overall departmental activities as they apply to Service delivery, within the framework of the New York State Social Services Law, department rules and regulations and administrative policies established by the Commissioner. An employee in this class is responsible for recommending casework policies and procedures for the agency and for standards of casework service in accordance with agency policies. 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 accordance with established policies and objectives. In the absence of the Commissioner, the Deputy Commissioner for Services may have complete charge of department operations. This position will function as second 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.

Interprets federal, state and local programs and advises the Commissioner of Social Services;

Assists the Commissioner of Social Services in program development and in the formulation of casework policies and procedures of local department policy;

Recommends funding and grant proposals for the provision of services with responsibility for grant writing and contract management;

Coordinates the activities of Social Services staff in the provision of services to meet department goals and objectives;

Assists the Commissioner of Social Services in recruitment, selection and management of services and contract personnel;

Recommends staffing and funding requirements in connection with budget planning;

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

Assists the Commissioner of Social Services in the public relations aspects of the program and interprets the work of the department to the community;

May oversee and control the entire agency operation in the absence of the Commissioner of Social Services.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the modern principles and practices of

social case work and social welfare administration and the ability to apply these in the performance of duties; thorough knowledge of federal, state and local public welfare laws and

programs; thorough knowledge of the technologies of case recording; ability to plan, direct and accept responsibility for the work of others; good knowledge of the principals and practices of management and supervision in the public sector; ability to analyze facts in making judgements regarding eligibility; ability to prepare clear and accurate records and reports; ability to establish and maintain successful relationships with people; ability to interpret the goals of the agency; good judgment; sensitivity to the reactions of others; initiative and resourcefulness; emotional maturity; tact; 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 social science, public administration, business administration or related field; **AND**
2. Six (6) years of satisfactory full-time paid experience in social work with a public or private social agency adhering to acceptable standards which provided or coordinated the provision of human services, three (3) 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.

ULSTER COUNTY  
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Classification: Non-Competitive (Policy Influencing/Confidential)  
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