

COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The Commissioner of the Department of Social Services is charged with the responsibility for administering public assistance and care as defined in the Social Services Law. In discharging this responsibility, the Commissioner must organize, direct and coordinate the work of all employees, both professional and non-professional, in the Social Services Department to achieve the effective and efficient operation of the multiple programs undertaken by the Department. The Commissioner has complete control over Department operations and the direction of personnel, subject to financial limitations imposed by the local legislative body and the Rules and Regulations of the State Department of Social Services. Major objectives of the Commissioner and the Department are to provide adequately for those unable to maintain themselves and to administer such care, treatment and services as may restore such persons to a condition of self-support. Additional objectives are to give service to those liable to become destitute in order to prevent the necessity of their becoming public charges, and to provide preventive and protective services to children and their families. Supervision is exercised over the work of all Department employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Is responsible for all phases of the Social Services program, including planning, organizing, directing and coordinating the work of the various units of administration for efficient and effective operation;
- Has charge of financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports to the local legislative body and the State;
- Develops and interprets department operating policies and rules and regulations;
- Determines personnel requirements and is responsible for the appointment of staff in compliance with State law and local Civil Service Rules;
- Oversees the organization and administration of a comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources;
- 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 the required reports to the State Department;
- Performs public relations activities for the Social Services district and interprets the public welfare program to the community;
- Cooperates with other agencies, both public and private, and officials and citizens in planning for community services;
- Has responsibility for the maintenance and operation of a home or homes for the aging, children's shelters, and other institutions as dictated by the needs of the social services district;
- Oversees the preparation and prepares annual service plans and reports and various operating statistical and narrative reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of Federal, State and local social service laws, rules and regulations; comprehensive knowledge of modern principles and practices of social case work and public social service administration; good knowledge of modern principles and practices of public administration; ability to plan, coordinate and supervise a wide variety of social services activities on a large scale; ability to prepare complex written and oral reports clearly and concisely; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to understand and interpret complex written material; ability to review and prepare budgetary data; ingenuity and resourcefulness in solving administrative problems; good judgment; physical condition commensurate with the demands of the position.

COMMISSIONER OF SOCIAL SERVICES - Cont'd.

Herkimer County

Page 2

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and **EITHER:**

(A) Four years of experience in a health, education or social services agency, two years of which must have been in an administrative or supervisory capacity; OR

(B) Four years of experience in an administrative or managerial position in which there was responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTES:

1. Each year of experience as the Chief Executive Officer of a public social services department or a public social services district gained within the six years immediately preceding the date of appointment shall be equivalent of two years of the above experience.
2. Post graduate study in a regionally accredited or New York State registered college or university in social work, public administration, hospital administration, educational administration, or business administration may be substituted on a year-for-year basis for up to two years of the above experience. (No such post graduate training, however, shall be substituted for any of the administrative or supervisory experience required in (A) above).
3. Appointment to the position of Commissioner of Social Services shall be for a term of five years, pursuant to New York State Law. Appointments are subject to approval of the New York State Department of Social Services.

Revised: 01/19/95

Non-Competitive