

Department: Social Services - Essex County
Classification: Non-Competitive
Grade: 12 M/C

SPEC DISK A3
DOCUMENT 61

COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves 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, subject to financial limitations imposed by the local legislative body and the State Department of Social Services, over department operations and direction of personnel. 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 service as may restore such persons to a condition of self-support. An additional objective is to provide service to those liable to become destitute. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers all phases of the social services program including planning, organizing, directing, and coordinating the work of various units of administration for efficient and effective operation;
Oversees financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports to the local legislative body and state boards;
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 as well as the State's educational leave program;
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;
Plans and develops public relations for the social service district, and interprets the public welfare program to the community;
Cooperates with other agencies, public or private, officials and citizens in planning and community service;
Oversees the maintenance and operation of a home or homes for the aging, children's shelters, infirmaries, and other institutions as indicated by the needs of the social services district.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices relating to casework theory and public assistance administration; comprehensive knowledge of Federal, State and local public welfare laws and regulations; ability to plan, direct, and coordinate the work of a substantial staff of subordinates; ability to work well with other staff members and representatives of other agencies; ability to comprehend complex written instructions; initiative and resourcefulness; physical condition commensurate with the demands of the position.

COMMISSIONER OF SOCIAL SERVICES - Continued

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

GROUP I

(a) Four years of satisfactory full-time paid experience in a health, education or social agency, one year of which must have been in an administrative or supervisory capacity; or

(b) Four years of satisfactory full-time paid experience in an administrative or management position, where there is responsibility for planning, directing and coordinating the work of a substantial staff working in several units, or performing several separate functions.

GROUP II

(a) Five years of satisfactory full-time paid experience in a health, education or social agency, three years of which must have been in an administrative or supervisory capacity; or

(b) Five years of satisfactory full-time paid experience in an administrative or management position; where there is responsibility for planning, directing and coordinating the work of a substantial staff working in several units, or performing several separate functions.

NOTE:

1. Each year of experience as a chief executive officer of a public social services department of a public social services district, within six years immediately preceding the date of appointment, shall be the equivalent of two years of the above described experience.

2. Post-graduate training, at a recognized college or university, in social work, public administration, hospital administration, educational administration or business administration, shall be the equivalent, on a year-for-year basis up to two years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed in (b).

As of May 1, 1987 (per Daniel Glisson) Essex County is Group I.