

Commissioner of Mental Health Services Tompkins County

Department: Mental Health Department
Classification: Non-competitive per the NYS CSC 10/22/1996
Labor Grade: Management Grade 91
Approved: 6/9/91
Revised: 11/95; 12/03; 10/11; 2/15; 10/16
By: HH Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Candidates for the Commissioner of Mental Health Services (considered to be the Director of Community Services under NYS Mental Hygiene Law), must have obtained their degree or degrees from a regionally accredited college or university, as recognized by the New York State Education Department, or from a New York State registered institution **AND** the candidate shall meet the following criteria:

- (a) A physician licensed to practice medicine in New York State who shall be deemed board certified or board eligible in psychiatry, neurology, pediatrics; **OR**
- (b) A psychologist who is currently licensed as a psychologist by the New York State Education Department; **OR**
- (c) In possession of a master's degree in social work, and currently licensed as a licensed master social worker or as a licensed clinical social worker by the New York Education Department; **OR**
- (d) In possession of a master's degree in psychiatric mental health nursing and shall be licensed by the New York State Education Department as a registered nurse; **OR**
- (e) The individual shall have obtained a master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department; **AND**

In addition to the requirements in (a), (b), (c), (d) or (e) above, the individual must also possess at least five years of progressively responsible clinical and/or administrative experience in a governmental, private, not-for-profit or proprietary program providing services for people who have a diagnosis of mental illness, developmental disabilities, or substance abuse. At least two of the five years of experience must have been in an administrative capacity in which the candidate was responsible for the overall direction and control of an identifiable organizational unit or program. Such experience shall be specifically related to the powers and duties of the director of community services in accordance with section 102.7 of the NYS Mental Hygiene law. Please make this information clear in your application for employment.

NOTES:

If Tompkins County chooses to appoint a director of community services with an administrative degree as defined in paragraph (e) above, Tompkins County shall also designate a senior level clinician with responsibilities for supervision of clinical services. Such designee shall have a clinical degree and licensure or certification in addition to demonstrable clinical work experience.

The County Administrator's appointment to the title of Commissioner of Mental Health Services (as our Director of Community Services) shall be subject to review and approval of the local Community Mental Health Board, the Tompkins County Legislature, and the New York State Department of Mental Hygiene.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

The Commissioner of Mental Health Services serves as the Chief Executive Officer of the Local Governmental Unit of Tompkins County. The duties include exercising general direction in the planning, coordination and operation of the mental health, developmental disabilities and substance abuse or dependence services provided within the community. The Commissioner makes recommendations to the Community Mental Health Services Board (including the establishment of facilities and control of services) toward attaining a comprehensive community mental health, developmental disabilities and substance abuse program. The incumbent supervises the operation of all facilities; county, private, and hospital programs licensed by the State Office of Mental Health. Per local charter, the Commissioner shall be directly responsible to the Community Mental Health Services Board for the implementation of policies established by said Legislature as provided in § C-13.02 of the Tompkins County Charter, and directly responsible to the County Administrator for the implementation of financial, personnel, and administrative policies established by the Tompkins County Legislature. The Commissioner is responsible for supervising all professional, administrative, para-professional and clerical staff of the Department of Mental Health Services. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Hires and supervises the directors of direct service agencies and the staff of the Mental Health Services Department;
- Monitors operation of the contract and direct services;
- Directs the preparation of the annual budget and submits the budget to the Mental Health Board for their approval, and ultimately to appropriate funding bodies;
- Directs the annual evaluation of direct and contract agencies, with attention to fiscal and administrative responsibility and program effectiveness;
- Monitors administrative and fiscal procedures of direct and contract agencies to insure conformity with federal, state, and county requirements;
- Presents decision options and/or specific recommendations, together with supporting data, to facilitate policy and priority deliberations of the Community Mental Health Services Board;
- Works with appropriate community bodies to develop a common system of evaluation (to include accountability) of mental health, developmental disabilities, and substance abuse services;
- Prepares the annual State Plan with input from the Board Members, agencies involved, and other as indicated;
- Represents mental health services with the Health and Human Service Committee of the Legislature and with state regulatory agencies and financial bodies;
- Performs public relations duties with media and with representatives of the public;
- Represents the office of mental health services in community planning for all mental health-related services with a view toward filling gaps and minimizing duplication;
- Pursues alternative sources of funding for mental health agencies;
- Organizes a system for consultation, examinations and emergency service for law enforcement agencies and courts within the county, and the hospital;
- Pursuant to Mental Hygiene Law, examines and certifies for the involuntary and emergency hospitalization, of patients residing within the jurisdiction of the county;
- Designates and monitors the activities of physicians practicing in the county who involuntarily hospitalize patients with mental illness;
- Provides or delegates all court ordered psychiatric examinations for the determination of competency to stand trial;
- Other duties as specified in article II, chapter VI, part 102 of the New York State Mental Hygiene Law.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the modern theory and practice of psychiatry;
- The ability to develop, organize and supervise the short range plans for the provisions of mental health, developmental disabilities substance abuse services designed to prevent psychiatric disabilities and to promote care, treatment and training appropriate for this purpose;
- A thorough knowledge of current administrative practices in the community mental health field;
- Ability to work with community groups, Boards, public officials and media representatives;
- Ability to organize data for fiscal, evaluative and planning purposes.
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. As a result, the job requires moderate visual effort. The employee's hearing must be sufficiently acute to enable

him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring basic coordination and/or operating knowledge and skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. There is considerable risk of minimal injury or some risk of moderate injury involved as a result of the patient/client contact. Environmental factors include the ability to work cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

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