

## Deputy Commissioner of Mental Health Services Tompkins County

**Department:** Mental Health Department  
**Classification:** Non-competitive  
**Labor Grade:** Management Grade 90  
**Approved:** Legislative action 07/2000  
**Revised:** 12/00; 12/01; 1/13; 10/16; 3/20  
**By:** LG, Deputy Commissioner of Human Resources  
**BBP Risk Factor:** 2

### **MINIMUM QUALIFICATIONS:**

Candidates for Deputy 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 this Part. Please make this information clear in your application for employment.

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

### **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 Deputy 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.

### **DISTINGUISHING FEATURES OF THE CLASS:**

The Deputy Commissioner of Mental Health Services is a senior position that encompasses both policy and operating responsibilities in a local mental health department. Duties include directing, planning, and coordinating operations of the department, and serving as a key policy advisor. The Deputy may serve as the Director of Community Services. The position

will help lead a department that provides a full range of mental health services on behalf of a County government—and a community — that recognizes the value of those services. The Department operates an array of direct services, including the County mental health clinic, and manages multiple millions of dollars in contracts to agency providers. In addition to providing policy advice, you will manage most of the day-to-day activities of the Department. You will have extensive interaction with staff and be an important part of a team committed to quality client care and to constructive change that adapts to our rapidly changing policy and regulatory environment. Duties include directing, planning, coordinating, and the operation of the mental health, developmental disabilities, and substance abuse services provided to the community. In addition, the incumbent has direct responsibility for the implementation, coordination, and supervision of the clinical services provided through the Department. As Deputy Commissioner, you will serve under administrative direction as designated by the County Administrator. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Hires staff of the Mental Health Services office and supervises the directors of direct service agencies;
- Assists with the annual evaluation of direct and contract agencies, with attention to program effectiveness, client outcomes, use of evidence-based practices, and fiscal responsibility;
- Researches and assists with the presentation of complex Mental Hygiene issues, including recommendations for decision making, or to facilitate policy and priority deliberations of the Mental Health Board and/or the Legislature;
- Assists with the development of the annual Mental Hygiene local services plan, with input from the Mental Health Services Board and its sub-committees, and other relevant community agencies;
- May report to the Health and Human Services Committee of the Legislature and may routinely interact with other state regulatory agencies, including Behavioral Health Organizations and Health Homes, as a representative of the Tompkins County Mental Health Department;
- Performs public relations duties with media and with representatives of the public as necessary;
- 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;
- Assists the Commissioner in the development of, and implementation, of new initiatives in the Behavioral Health Care field;
- Assists the Commissioner in community integration of Physical Health and Behavioral Health Services;
- Direct oversight of Continuous Quality Initiatives (CQI) for direct and contract agencies;
- Exercises general supervision over the various programs of the Mental Health Services Department;
- Plans, directs and coordinates all Clinical functions of the Department;
- Formulates policies and procedures for the Clinical Programs;
- Monitors clinical performance, productivity, and client outcomes;
- Direct oversight of personnel matters;
- Performs other duties as assigned.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of modern theory and practice of psychiatry and other mental health clinical interventions;
- Thorough knowledge of current administrative practices in Community Mental Health;
- Thorough knowledge of the principles and practices of departmental budgeting;
- Good knowledge of the principles and practices of public fiscal administration;
- Good knowledge of the modern account-keeping practices and terminology;
- Thorough knowledge of modern supervision practices and personnel management;
- Ability to prepare and present complex information in a clear and meaningful manner;
- Ability to develop, organize, and supervise the implementation of plans for the provision of mental health, substance abuse, and developmental disabilities services that promote wellness, recovery, and independence;
- Ability to work with community groups, agency Boards of Directors, public officials, and media representatives;
- Ability to organize data for fiscal, evaluative, and planning purposes;
- Ability to analyze trends affecting the overall operation of the direct and contract agencies, including fiscal and clinical performance;
- Possess strong leadership and supervisory skills;
- Ability to prepare and present ideas clearly and concisely, both orally and in writing;
- Initiative, resourcefulness, accuracy, tact, and good judgment are required;
- Physical condition commensurate with the demands of the position;
- 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 considerable 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 moderate precision, coordination, operating knowledge andr 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 some risk of minimal 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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