

Deputy Commissioner of Social Services Tompkins County

Department: Department of Social Services
Classification: NC for one position per NYS CSC 09/13/2016
Labor Grade: Management Grade 88
Approved: Reclass 10/01/2014
Revised: 10/16
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college or university with Bachelors Degree **AND** five years of full-time paid experience in a health, education or social agency, at least three years of which must have been in an administrative or supervisory capacity; **OR**

(b) Graduation from a regionally accredited or New York State registered four year college or university with Bachelors Degree **AND** five years of full-time paid experience in an administrative or management position with responsibility for planning, directing and coordinating the work of a substantial number of staff working in several units or performing several separate functions; **OR**

(c) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree **AND** experience as a local social services commissioner. Each year of experience as a social services commissioner, within six years immediately preceding the date of application, shall be the equivalent of two years of experience as defined in (b) above; **OR**

(d) Post graduation education at a regionally accredited or New York State university in the fields of social work, public administration, hospital administration, educational administration or business administration, shall be the deemed equivalent, on a year-for-year basis, to up to two years of the experience described in (a) above, however, no such post-graduate training shall be the equivalent of the three years of administrative or supervisory experience required in (a) above.

(e) Any combination of training and experience equal to or greater than that described in (a), (b), (c) or (d) above.

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

DISTINGUISHING FEATURES OF THE CLASS:

Under the general direction of the Commissioner of Social Services, an incumbent of this class acts generally for and on behalf of the Commissioner consistent with the provisions of the Tompkins County Charter by sharing fully in the administration, planning, organization and operational activities of the Department of Social Services. This class is responsible to the Commissioner for the attainment of organizational objectives designed to achieve compliance with Federal, State and County mandates. Responsibilities involve extensive contact with key individuals in public, private and community organizations and agencies at the national, state and local level concerning the operation of a social services agency. An incumbent in this position influences policy and must maintain a trusting and confidential relationship with the Commissioner. Supervision is exercised over a number of managerial, professional and clerical personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Advises and assists the Commissioner in the formulation of departmental policies, plans and;
- Evaluates all phases of Social Service activities against established objectives and directs the implementation of corrective action when necessary;
- Directs the coordination and integration of each operational area with overall social services objectives;
- Acts for the Commissioner, as required, in those areas that interact with other County departments, governmental and private agencies and community groups;
- Resolves major or unusual operating problems, advising and consulting with the Commissioner on those issues not covered by policy;
- Acts for the Commissioner, as required, in the Department's relations with the community, governmental agencies and other County departments as required;

- Addresses meetings of civic groups, municipal groups, public groups, etc. on all matters pertaining to Social Services;
- Prepares occasional news releases, answers questions and inquiries from the press for the Commissioner;
- Reviews monthly and annual reports of various divisions and monitors compliance with local, state, and federal laws;
- Monitors the Department's training plan;
- Monitors the personnel decisions such as the hiring and discharging of staff;
- Interprets federal and state policy directives and ensures local policies are in place;
- Monitors the continuity of operations plans for each division within the Department;
- Meets with members of the public, when appropriate, to resolve complaints regarding the provision of service;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern management practices;
- Good knowledge of federal, state and local laws, rules, regulations and policies applicable to the operation of the Department;
- Ability to mediate and resolve internal conflicts between staff;
- Ability to plan, implement and integrate social services policies, regulations and procedures;
- Ability to manage a complex organization effectively;
- Ability to meet and deal effectively with private, public and community officials and individuals;
- Ability to analyze and evaluate reports and studies; ability to speak and write effectively;
- Ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Integrity, initiative, reliability, tact, resourcefulness, and sound and mature professional judgment are required.
- The employee's physical and mental condition shall be commensurate with demands of the position.

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