

## **DEPUTY COMMISSIONER SOCIAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The Deputy Commissioner of Social Services has all of the powers and duties of the Commissioner of Social Services, including, but not limited to, the power to act for and in place of the Commissioner in their absence or inability to act. This is an important administrative position involving responsibility for the day-to-day operation of a local social services department within the framework of the Social Services Law, Department regulations, and the administrative policies established by the Commissioner. The work is performed under the administrative direction of the Commissioner of Social Services. Direct supervision is exercised over the work of supervisory staff and others. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) May approve and sign for all functions of the local Social Services Department; Represents the Commissioner at conferences, public meetings, etc., as directed; Develops, modifies, and/or implements policies and procedures per NYS regulations and/or develops local procedures and policies; Handles and/or assists supervisory staff in regards to personnel matters, such as hiring, performance evaluation, and disciplinary matters; Assists staff in problem-solving as matters arise in their respective units or cases; Develops, maintains, and monitors contracts with outside agencies by reviewing proposals, overseeing budget, and monitoring compliance with Federal and State regulations; Oversees integration of computer technologies into day-to-day work processes; Oversees records management for services case records; Plans and supervises staff development programs for casework staff; Meets with Services Coordinator and unit supervisory staff to develop plans for high-risk cases and issues that pertain to department programs and/or personnel matters; Completes records and reports as required; Recommends staff and funding requirements in connection with budget planning.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and methods of planning and directing a local Social Services Department; Good knowledge of local, State, and Federal rules and regulations pertaining to social services; Good knowledge of the principles and techniques of supervision; Ability to supervise a large staff; Ability to utilize personnel in an effective and efficient manner; Ability to make short and long-term work plans; Ability to work with and secure the cooperation of others; Initiative; Creativity; Determination; Resourcefulness; Good judgment.

**MINIMUM QUALIFICATIONS:**

Graduation from a college or university with a Bachelor's degree and either:

- A. Six years of fulltime paid experience in a health, education, or social agency, three years of which must have been in a satisfactory administrative or supervisory capacity;  
OR
- B. Six years of responsible fulltime 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:** Experience as a local social services commissioner: Each year of experience as a chief executive officer of a social services district, within six years immediately preceding the date of appointment, shall be the equivalent of two years of the above prescribed experience.

**NOTE:** 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, of 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 (A) above.

**NOTE:** Your degree or post-graduate training must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at

<http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**NOTE:** Ability to meet the transportation requirements of the position may be demonstrated by possession of a valid New York State driver's license or other verifiable documentation of a reliable means of transportation, which must be maintained throughout employment.

Adopted 12/21/99

Revised 6/15/10; 5/20/24; 09/10/24

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