

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. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Administers all phases of social services program, including planning, organizing, directing, and coordinating the work of the various units of administration for efficient and effective operation; Attends conferences and meetings on behalf of the agency; 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 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 Office of Temporary and Disability Assistance 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 services district; Collaborates with Information Technology Department to ensure integration of department hardware and software with necessary State systems; Oversees the maintenance and operation of a home or homes for the aging, children's shelters, county youth bureau, nursing home, 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.

MINIMUM QUALIFICATIONS: Graduation from a college or university with a bachelor's degree and either:

A. Six years of satisfactory full-time paid experience in a health, education, or social agency, four years of which must have been in an administrative or supervisory capacity; OR

B. Six years of responsible full-time paid experience in an administrative or management capacity 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.

Revised 4/15/03; 07/14/2014; 05/20/2024; 09/10/2024