



**DUTCHESS COUNTY
CLASS SPECIFICATION**

Commissioner of Mental Health

DATE ADOPTED: 06/1973

LAST REVISION: 02/07/2025

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DISTINGUISHING FEATURES OF THE CLASS:

The Dutchess County Charter Section 7.01 provides that “the Commissioner of Mental Health shall be the chief administrative officer of the department.”

New York State Law refers to this position as the “Director of Community Services.” According to New York State Mental Hygiene Law Section 41.03, the Director of Community Services “is the chief executive officer of a local governmental unit, by whatever title known.” 14 NYCRR 102.6 delineates the qualifications for this position.

This is a department head position with responsibility for the administration, planning and coordination of the Community Behavioral Health Program within Dutchess County. Duties include the management pursuant to the powers and duties specified in NYS Mental Hygiene Law, the Dutchess County Charter, and Administrative Code. The incumbent determines policies relating to both the content and context of programs and facilities with the goal of attaining the most comprehensive services feasible. The incumbent is required to attend related Legislative sessions, committee meetings and department head meetings on the County level, related state-wide meetings or conventions and related association meetings with the intent to pursue the above goal. Work is performed under the guidelines of Mental Hygiene Law and Regulations and under the general direction of the County Executive. General and direct supervision is exercised over subordinate professional, para-professional, clerical and administrative staff. Incumbent is required to be on call and to work hours other than the scheduled workweek. Incumbent is also required to drive to various worksites.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Coordinates mental health services with other authorized public health and mental health agencies and groups;
2. Plans, organizes and supervises mental health rehabilitation services;
3. Directs treatment of clients in facilities and services provided by the mental health agency;
4. Interprets activities to the community in promoting maximum use of mental health and mental retardation services;
5. Prepares annual reports of the programs under his direction, including fiscal accounting;
6. Conducts studies related to the promotion of mental health and mental retardation services or the prevention of psychiatric disorders;
7. Investigates and secures alternate sources of funding and grants on a timely basis;
8. Makes staffing and budgeting recommendations for immediate and long-range programming;
9. Encourages the development and expansion of preventive, rehabilitative and treatment programs in the field of Behavioral Health, including the establishment of facilities for these purposes;



FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the modern theories and practices of mental health, mental retardation and developmental disabilities; thorough knowledge of basic psychiatric sciences, community, medical and social psychology, psychopathology; thorough knowledge of current practices and administrative trends in the community behavioral health field; ability to develop, organize and supervise the short-range and long-range plans for the provisions of behavioral health and services in a specific geographic area; ability to plan, organize and supervise services designed to prevent and to promote care, treatment and training appropriate for this purpose; ability to prepare comprehensive reports; ability to communicate effectively both orally and in writing; ability to deal effectively with persons seeking mental health services; ability to plan and direct the work of others; ability to conduct oneself in a professional manner when acting in an official capacity; physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

Must meet the minimum qualifications set forth in New York State regulation 14 NYCRR 102.6:

(a) Each director of community [mental health] services shall meet the following requirements:

- (1) the individual shall be a physician licensed to practice medicine in New York State who shall be deemed board certified or board eligible in psychiatry, neurology, pediatrics; or
- (2) the individual shall be a psychologist who is currently licensed as a psychologist by the New York State Education Department; or
- (3) the individual shall have obtained a master's degree in social work, and is currently licensed as a licensed master social worker or as a licensed clinical social worker by the New York State Education Department; or
- (4) the individual shall have obtained 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
- (5) 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
- (6) the individual must have obtained a degree or degrees from a college or university recognized by the New York State Education Department; and



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(7) the individual with a doctoral degree or medical degree, or an individual with a master's degree shall have had 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, mental retardation, developmental disability, alcoholism or substance abuse. At least two of the five years shall include functioning in an administrative capacity for the management of a program 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 (14 NYCRR 102.7).

(b) When a local governmental unit appoints a director of community services with an administrative degree as defined in paragraph (a) (5) of this section, the local governmental unit 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.

Note: Your degree or college credit 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.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT: Management	JURISDICTIONAL CLASSIFICATION: Unclassified
GRADE: MJ	FLSA Code: OT Exempt
REVISION HISTORY: 10/12/73, 10/09/1979, 01/29/1982, 09/14/1983, 10/30/1987, 09/19/2014(Commissioner of Mental Hygiene), 02/05/2025	