

## **DEPUTY COMMISSIONER OF COMMUNITY AND FAMILY SERVICES**

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

This is an administrative position involving responsibility for the day-to-day operation of the Dutchess County Department of Community and Family Services within the framework of the Social Services law, rules, and regulations and administrative policies established by the Commissioner. The Deputy Commissioner must effectively coordinate the various functions of the department such as social services, eligibility determination, validation, staff development, and business management. In the absence of the Commissioner, the Deputy has complete charge of the department operations and direction of personnel. General direction is received from the Commissioner. Direct and general supervision is exercised over subordinate department employees.

### **TYPICAL WORK ACTIVITIES:**

1. Exercises administrative direction and supervision over all activities of the department;
2. Exercises direct supervision over research activities, data collection activities, and reports;
3. Interprets, implements, and enforces federal, state, and local laws, rules, regulations, directives, and departmental policies as they pertain to the operation and administration of the local social service district;
4. Assists in the development and implementation of departmental policies and procedures;
5. Supervises and participates in the disciplinary, grievance, and performance evaluation process;
6. Maintains community relations by attending conferences and meetings of local government units, social agencies, and citizen groups to explain and/or coordinate existing and proposed services and programs;
7. Represents the department on various committees, boards, with the media, and through community projects and presentations;
8. Assists Commissioner in carrying out all operations of the department;
9. Does related work as required.

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

Thorough knowledge of modern managerial and supervisory principles, practices and techniques; thorough knowledge of local department's organization, rendered activities and services; thorough knowledge of the field of public social services, including Federal, State, and local laws, rules, regulations and directives; good knowledge of the Dutchess County Employee Bargaining Agreement and Personnel policies; working knowledge of civil service procedures; working knowledge of the private social services field; working knowledge of governmental budgeting procedures; good managerial and supervisory skills; good analytical and decision making skills; ability to establish satisfactory interpersonal relationships; ability to read, interpret, and implement reports, rules and directives; patience; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

**DEPUTY COMMISSIONER OF COMMUNITY AND FAMILY SERVICES** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree from a four-year course of study and:

- EITHER:       (A)     Four (4) years of satisfactory full-time paid experience in a health, education, or social agency, two (2) years of which must have been in a satisfactory administrative or supervisory capacity;
- OR:            (B)     Four (4) years of responsible full-time paid experience in an administrative or management position which involved responsibility for planning, directing, and coordinating the work of a substantial staff assigned to several units or performing several separate functions;
- OR:            (C)     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 on which he is appointed, shall be the equivalent of two years of the above prescribed experience;
- OR:            (D)     An equivalent combination of training and experience.

NOTE: Post-graduate training at a regionally accredited or New York State registered 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 up to one years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed in paragraph (1) of subdivision (A) above.

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07/24/84

11/30/94

01/1/13 (Reflects department name change from Social Services)