



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**Deputy Commissioner  
Mental Health**

DATE ADOPTED: 12/29/25

LAST REVISION:

Page 1 of 3

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a high-level executive position responsible for assisting the Commissioner of Mental Health in the administration, planning, coordination, and evaluation of the County's Community Behavioral Health Programs. The incumbent provides operational oversight, and policy implementation across multiple service areas, including mental health, substance abuse, and developmental disabilities, while ensuring compliance with New York State Mental Hygiene Law, applicable federal and state regulations, and Dutchess County policies. Work is performed under the general direction of the Commissioner of Mental Health. In the absence of the Commissioner, the Deputy Commissioner acts for and on behalf of the Commissioner, assuming full administrative responsibilities. Travel during a workday may be required, and assignments outside of normal working hours may be given. Direct and general supervision is exercised over professional, managerial and administrative staff.

**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 assignment of activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Provides leadership and direct oversight to ensure all services comply with county and departmental policies, as well as local, state and federal laws;
2. Acts for and in place of the Commissioner during their absence, representing the department in an official capacity (except where prohibited by NYS Mental Hygiene Law), while exercising administrative direction and supervision over all behavioral health services;
3. Plans, organizes, supervises, and evaluates community-based behavioral health services to ensure proper utilization and alignment with departmental goals;
4. Participates in strategic and long-range planning by completing annual needs assessments and contributing to the development of the Local Services Plan;
5. Supports quality improvement and data-informed decision-making through program monitoring, evaluation, and reporting of departmental and contract agency performance;
6. Oversees the contract process with community vendors, ensuring proper monitoring and compliance;
7. Provides training to department staff, community partners, and external agencies as needed;
8. Completes performance evaluations and assists in formal disciplinary processes for subordinate staff;
9. Serves as part of the on-call rotation and is authorized to issue 9.45 involuntary transport orders - as a designee of the Commissioner;
10. Represents the department in meetings with local, regional, and state stakeholders, and participates in committees and media engagements as delegated by the Commissioner.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the modern theories and practices of mental health, chemical dependency, and intellectual and developmental disabilities;

Thorough knowledge of basic psychiatric sciences, community psychiatry, medical and social psychology, psychopathology, psychotherapy and the function and pertinent pathology of the nervous system;

Thorough knowledge of current practices and administrative trends in the community behavioral health field;

Thorough knowledge of modern managerial and supervisory principles, practices and techniques to effectively manage and supervise staff;



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Page 2 of 3

Ability to develop, organize and supervise the short-range and long-range plans for the provisions of behavioral health services in Dutchess County;  
Ability to plan, organize and supervise services designed to prevent psychiatric disabilities 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 behavioral 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;  
Ability to plan and supervise the work of others;  
Ability to prepare detailed annual and special reports for State and other agencies on particular subjects or which summarize departmental activities;  
Ability to meet and work effectively with elected and appointed officials, employees, union officials and the public to explain and support County and departmental positions;  
Ability to communicate effectively and clearly both orally and in writing on a variety of labor relations and civil service issues;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**RECOMMENDED MINIMUM QUALIFICATIONS:**

- (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
- (7) the individual with a doctoral degree or medical degree, or an individual with a master's degree shall have had at least five (5) 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 (2) of the five years must 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.



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Page 3 of 3

**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.

Resident of Dutchess County at time of appointment.

**COUNTY USE ONLY:**

<b>BARGANING UNIT: MANAGEMENT</b>	<b>JURISDICTIONAL CLASSIFICATION: Competitive-PJC EXEMPT</b>
<b>GRADE: MH</b>	<b>FLSA Code: OT EXEMPT</b>
<b>REVISION HISTORY:</b>	