

**DEPUTY COMMISSIONER OF BEHAVIORAL AND COMMUNITY HEALTH FOR  
MENTAL HYGIENE**

**DISTINGUISHING FEATURES OF THE CLASS:**

This position works under the direction of the Commissioner of Behavioral and Community Health and is charged with the formulation and administration of policies, programs, and procedures for the division of Mental Hygiene. The incumbent assumes full managerial duties and/or oversight in areas such as civil service administration, strategic planning, departmental organization, budgeting and financial management, and personnel development with supervision exercised over professional and support personnel. In the absence of the Commissioner, the Deputy Commissioner will act for and on behalf of the Commissioner for non-medical related matters. Travel in the course of a workday may be required and assignments outside of normal working hours may be given. Direct and general supervision is exercised over subordinate department employees.

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

1. Exercises administrative direction and supervision over all activities related to behavioral health;
2. Oversees and directs community mental health, chemical dependency, and intellectual and developmental disabilities services;
3. Coordinates mental hygiene services with other authorized public health and mental health agencies and groups;
4. Plans, organizes and supervises community mental health, chemical dependency, and intellectual and developmental disabilities services;
5. Interprets activities to the community in promoting maximum use of community mental health, alcoholism and chemical dependency, and intellectual and developmental disabilities services;
6. Serve as the Director of Community Services for the local government unit (LGU) to oversee, plan, advocate, budget, operate services as needed, and other duties as specified in Mental Hygiene Law Article 41;
7. Represents the County and department on various committees and with the media;
8. Assists the Commissioner in carrying out all operations of the department.

**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 function and pertinent pathology of the nervous system;

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

Knowledge of modern managerial and supervisory principles, practices and techniques in order to effectively manage and supervise staff;

**DEPUTY COMMISSIONER OF BEHAVIORAL AND COMMUNITY HEALTH FOR  
MENTAL HYGIENE** *(continued)*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** *(continued)*

Ability to develop, organize and supervise the short-range and long-range plans for the provisions of behavioral health services in a specific geographic area;

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 deal effectively with elected and appointed officials, as well as 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.

**MINIMUM QUALIFICATIONS:**

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

(a) Each director of community services appointed on or after the effective date of this Part 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

**DEPUTY COMMISSIONER OF BEHAVIORAL AND COMMUNITY HEALTH FOR  
MENTAL HYGIENE** *(continued)*

**MINIMUM QUALIFICATIONS:** *(continued)*

(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 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.

(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.

14 CRR-NY 102.6

Current through February 10, 2021

**RECOMMENDED MINIMUM QUALIFICATION:**

In addition to meeting the minimum qualifications, it is recommended that the candidate have five (5) years of full-time paid clinical, administrative, and management work experience which involved the responsibility for planning, directing, and coordinating the work of substantial number of staff and disciplines performing several separate functions.

**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.

ADOPTED: 09/13/2017

REVISED: 04/03/2019 04/27/21