

## **COMMISSIONER OF SOCIAL SERVICES**

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

The Commissioner of Social Services is charged with the responsibility for administering public assistance and care as defined in the Social Service Law within the County, which comprises the local welfare district. The incumbent is responsible for organizing, directing, and coordinating the work of all employees in the department in order to achieve the effective and efficient operation of its programs. Major objectives of the Commissioner and the department are to provide adequately for those unable to maintain themselves, to administer such care, treatment, and service as may restore such persons to a condition of self-support, and to provide services to potential public charges for the purpose of stabilizing or reducing public assistance rolls. Duties of the position are performed under the general direction of the County Executive, subject to financial limitations imposed by the local legislative body, and in accordance with applicable Federal, State, and local laws.

### **TYPICAL WORK ACTIVITIES:**

1. Implements the laws, rules, and regulations of the New York State Department of Social Services as they apply to the local district;
2. Plans, organizes, directs and coordinates the operation of the Dutchess County Department of Social Services, formulating major Social Services policies and developing programs and procedures in conjunction with appropriate staff members;
3. Maintains active participation in State and local organizations in order to provide the local welfare district with the most effective social welfare and human resource programs possible;
4. Keeps abreast of changes or revisions in overall County policies through regular discussions with the County Executive, other officials, and members of the County Legislature;
5. Evaluates social, economic, and legislative trends and reviews analyses and appraisals of such as prepared by division heads as a basis for determining need for revisions in or additions to established public welfare programs and services;
6. Cooperates with public and private agencies in planning for community service;
7. Controls expenditures and operation through budget planning, financial reports, and special studies, reviewing organization and manpower requirements and planning revisions to improve effectiveness and to meet changing conditions;
8. Selects or approves the selections of all key management and technical personnel;
9. Is responsible for the public relations of the social services district and for the interpretation of the public welfare program to the community;
10. Advises County Executive of the impact of contemplated policy decisions on the Department's operations; meets with members of the County Legislature and its committees to insure mutual understanding of policies, programs, services, and problems;
11. Maintains currency in laws, procedures, regulations, and methods, initiating discussions of desirable legislative proposals with the County Executive, County Legislature, and select groups of individuals to project the department's position and reasoning and to appraise reactions;
12. Has responsibility for the administrative direction of the maintenance and operation of the local health-related facility and home;
13. Does related work as required.

**COMMISSIONER OF SOCIAL SERVICES** (Cont'd)

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

Thorough knowledge of the principles and practices of public welfare administration; thorough knowledge of welfare legislation; thorough knowledge of administrative techniques and practices and the relationship between public agencies and the general public; thorough knowledge of the theory and practice of budgeting and financial record keeping, personnel administration, supervision, and administrative control; ability to plan, lay out and direct the work of others effectively and to work cooperatively with related agencies and personnel; ability to think analytically in the solution of administrative and welfare problems, and to make and hold to resulting decisions; ability to meet, speak, and deal effectively with public officials, professional personnel, and the general public; initiative; resourcefulness, good judgment; tact; imagination; physical condition commensurate with the demands of the position.

**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)     Five (5) years of satisfactory full-time paid experience in a health, education, or social agency, three (3) years of which must have been in a satisfactory administrative or supervisory capacity;
- OR:           (B)     Five (5) 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 of appointment shall be the equivalent of two years of the above prescribed experience;
- OR:           (D)     Post-graduate training. 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 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 paragraph (1) of subdivision (b) of this section.

Qualifications taken from 18 NYCRR, Part 679.4 (Social Services Code).

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REVISED:   07/24/84  
              11/30/94