

COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering public assistance and care as defined in the Social Welfare Law. An incumbent organizes, directs, and coordinates the work of all employees in the Cattaraugus County Department of Social Services to achieve the effective and efficient operation of the multiple programs undertaken by the agency. The Commissioner has complete control, subject to financial limitations imposed by the local legislative body and the State Welfare Department, over department operations and direction of personnel. Major objectives of the Commissioner and the department are to provide adequately for those unable to maintain themselves and to administer such care, treatment, and service as may restore such persons to a condition of self-support, as well as giving service to those liable to become destitute in order to prevent the necessity of their becoming public charges. A Commissioner of Social Services does related work as required.

TYPICAL WORK ACTIVITIES:

- Oversees all phases of the public welfare programs, including planning, organizing, directing, and coordinating the work of the various units for efficient and effective operation;
- Oversees financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports to the local legislative body and State;
- Determines personnel requirements and is responsible for the appointment of staff in compliance with State law and local Civil Service rules;
- Oversees the organization and administration of a comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources;
- Cooperates with representatives of the State Welfare Department in the operation and development of the local welfare district program, and directs the preparation and submission of required reports to the State department;
- Is responsible for the public relations of the welfare district, and for the interpretation of the public welfare program to the community;
- Cooperates with other agencies, public and private, officials and citizens in planning for community services.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of modern principles and practices of public welfare administration; thorough knowledge of Federal, State, and local public welfare laws and programs; ability to plan and direct; ability to prepare clear and accurate records and reports; ability to establish and maintain successful relationships with people; ability to interpret the goals of the agency; good judgement; emotional maturity; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (Pursuant to 18 NYCRR Section 679.4)

A.) *Training:* Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree for a four year course of study,

AND

B.) *Experience:* 1) Five years of satisfactory full time paid experience in a health, education, or social agency, three years of which must have been in a satisfactory administrative or supervisory capacity;

OR

2) Five years of responsible full time paid experience in an administrative or management position, where there is responsibility for planning, directing, and coordinating the work of a substantial staff working in several units or performing several separate functions.

NOTE: 1) Each year of experience as a chief executive officer of a public welfare department of a public welfare district, within six years immediately preceding the date on which he/she is appointed, shall be the equivalent of two years of the above prescribed experience.

2) Post-graduate training, at a recognized 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 equivalent of the administrative or supervisory experience prescribed in (B) (1) above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised 7/17/90

comdss