

DEPUTY COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a business management position responsible for the supervision, performance, management, and coordination of a variety of operational and business duties in the Cattaraugus County Department of Social Services. Activities are performed in accordance with state, federal, and local policies under the administrative direction of the local Commissioner of Social Services. The incumbent directs the activities of the income maintenance, accounting, and data processing units of the agency and may coordinate other agency programs through unit heads. The incumbent acts for, and in place of, the Commissioner of Social Services during the Commissioner's absence. A Deputy Commissioner of Social Services does related work as required.

TYPICAL WORK ACTIVITIES:

- Analyzes directives, bulletins, and informational material issued by the state in order to develop local procedures to meet operational needs;
- Reviews reports generated concerning agency work units to extract fiscal and management information utilized in establishing financial controls and work performance standards;
- Analyzes operating procedures to devise more efficient methods of accomplishing agency work;
- Oversees the consolidation of accounting and statistical information into finalized periodic reports utilized in establishing reimbursement due the County by the state and federal government for various categories of assistance provided through the department;
- Manages, through subordinate supervisory staff, units responsibility for determination of financial eligibility for various programs administered by the agency;
- Reviews and consolidates budget requests and revenue sources to prepare and develop the budget document;
- Explains tentative budget to legislative representatives and others to improve their understanding;
- Directs the maintenance of personnel records for use in personnel transactions and resolution of personnel problems;
- Supervises communication with the Personnel/Civil Service agency for reporting of personnel transactions and to assure conformance with civil service law and rules;
- Interviews applicants for assigned positions in order to recommend appointments;
- Determines agency staffing needs and provides advice and counsel to the Commissioner of Social Services;
- Assists Commissioner in administering negotiated contracts with recognized employee organizations;
- Organizes staff to cope with sudden problems or emergencies;
- May act for and in place of the Commissioner of Social Services

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of business administration procedures; thorough knowledge of accounting methods and budgetary procedures; good knowledge of the principles of personnel supervision; good knowledge of the principles of cost analysis; working knowledge of purchasing and inventory practices; ability to plan and coordinate the work of others; ability to identify and anticipate financial problems and needs; ability to readily acquire familiarity with laws, regulations, and policies; ability to identify and set priorities; ability to verbally explain and defend budgets; ability to interpret financial reports; skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan; skill in communicating effectively, both orally and in writing; skill in human and public relations; good judgement; thoroughness; dependability; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and either:

- A. Four years of public or business administration experience in a health, education, or social agency, three years of which must have been in an administrative or supervisory capacity;

OR

- B. Four years of public or business administration experience in an administrative or management position, where there is responsibility for planning, directing, and coordinating the work of 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 social service district, within six years immediately preceding the date of which he is appointed, shall be the equivalent of two years of the above-prescribed experience.
2. 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 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 (A) above.

Qualifications pursuant to 18 NYCRR Section 679.4

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 1/25/89
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