

DEPUTY COMMISSIONER OF SOCIAL SERVICES

JOB CODE: 2300
DEPARTMENT: Tioga County Department of Social Services
CLASSIFICATION: Non-Competitive (Policy Influencing Confidential)
SALARY GRADE: Non-Union
ADOPTED: 12/97; Revised 7/02, 11/03, 03/19, 01/20, Tioga Co. Personnel & Civil Service

***PUBLIC OFFICER, no term**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Commissioner of Social Services in the day-to-day operations of the Department of Social Services as defined within Social Services Law, rules, regulations and administrative policies as established by the Commissioner. The incumbent may have agency wide responsibility for assisting in the implementation of the mission of the department and attainment of department objectives or by overseeing major functional areas, such as social services, administrative services or temporary assistance. Work is performed under the general direction of the Commissioner of Social Services in accordance with established policies and objectives with considerable leeway allowed for the exercise of independent judgment in planning and executing assignments. The incumbent acts for and in place of the Commissioner of Social Services in his/her absence. Supervision is exercised over the work of all subordinate professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists the Commissioner in overseeing all phases of the public welfare program including planning, organization, directing and coordinating the work of the various units of administration for efficient and effective operation.
- May be assigned responsibility for overseeing the operation of a major functional area in the department such as social services, administrative services or temporary assistance;
- Cooperates with representatives of the State agencies in the operation and development of the local Social Services district program, and directs the preparation and submission of the required reports to the state;
- Conducts public relations for the social services district and interprets the public welfare program to the community;
- Cooperates with other agencies, both public and private, and officials and citizens in planning for the community services;
- Provides information when required for the preparation and/or modification of the department annual budget;
- Assists in resolution of complaints and inquiries registered by the public regarding department programs and policies;
- Develops programs and establishes policy and procedure for the effective operations of the agency;
- Assists in the development and implementation of departmental programs, policies and procedures.
- Adapts Federal and State guidelines and mandates for agency use;
- Prepares reports and analysis of agency operations;
- Recommends staffing needs and conducts performance evaluations for department staff;
- Acts for and in place of the Commissioner of Social Services in his/her absence;

2. Deputy Commissioner of Social Services

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State and local public welfare laws, rules and regulations; Thorough knowledge of modern principles and practices of social case work and public welfare administration; Good knowledge of modern principles and practices of public administration; Ability to plan, coordinate and supervise a wide variety of social services activities on a large scale; Ability to establish and maintain cooperative relations with the public and other governmental and private agencies; Ability to perform close, detail work involving considerable visual effort and strain; Ability to operate a computer terminal; Ingenuity and resourcefulness in solving administrative problems; Good judgment; 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 and **EITHER:**

- a. Four (4) years of full-time experience or its part-time equivalent in a health, education or social services agency, two (2) years of which must have been in an administrative or supervisory capacity; **OR**
- b. Four (4) years of full-time experience or its part-time equivalent in an administrative or managerial position in which there was responsibility for planning, directing and coordinating the work of substantial staff working in several separate functions; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Post graduate study in a regionally accredited or New York State registered college or university in social work, public administration, hospital administration, educational administration or business administration may be substituted on a year-to-year basis for up to two years of the above experience. No such post graduate training, however, shall be substituted for any of the two years of administrative or supervisory experience required in (a) above.