

## COMMISSIONER OF COMMUNITY MENTAL HEALTH SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for serving as chief executive officer of the local governmental agency responsible for the community mental health program, exercising general direction in the planning, coordination and operation of the mental health and mental retardation services provided within the county. The Commissioner of Community Mental Health Services recommends actions and policies to the Mental Health Board for the purpose of establishing and maintaining a comprehensive mental health and mental retardation program. Such suggestions may include the establishment of facilities and the control of services. Supervision is exercised over subordinate professional, para-professional, administrative and clerical staff. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Directs community mental health and mental retardation services, including inpatient units in general hospitals;  
Directs treatment of patients in services and facilities provided by the mental health agency;  
Plans, organizes and supervises psychiatric rehabilitation services; Coordinates mental health services with other authorized public health agencies and groups;  
Interprets activities to the community in promoting maximum use of mental health and mental retardation services;  
Prepares an annual report of the programs under his/her direction, including fiscal accounting;  
Conducts studies related to the promotion of mental health and mental retardation services or the prevention of psychiatric disorders;  
May, on appointment of the Commissioner of Mental Hygiene, serve as a member of a regional mental health advisory committee;  
Makes staffing and budgeting recommendations of Mental Health Board for immediate and long-range programming;  
Encourages the development and expansion of preventive, rehabilitative, and treatment programs in the field of mental health and mental retardation, including the establishment of facilities for these purposes.

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

Comprehensive knowledge of the modern theory and practice of psychiatry;  
Thorough knowledge of medical and social psychology, psychopathology, psychotherapy, and the function and pertinent pathology of the nervous system;  
Working knowledge of current administrative practices in the community mental health field;

Ability to develop, organize and supervise the short-range and long-range plans for the provisions of mental health and mental retardation 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 perform close, detail work involving considerable visual effort and strain;  
Physical condition commensurate with demands of the position.

**MINIMUM QUALIFICATIONS\*:**

- A) Possession of a current valid license to practice medicine in New York State and board qualification or board eligibility as a psychiatrist or neurologist by the American Board of Psychiatry and Neurology, or as a pediatrician by the American Board of Pediatrics, or as a specialist in Public Health Administration by the American Board of Preventive Medicine. In addition, five years of experience working in programs for the mentally ill, mentally retarded or the alcoholic are required, two years of which must have been in an administrative capacity; OR
- B) Certification as a psychologist in accordance with article 153 of the Education Law, possession of a Doctorate in Psychology conferred by a university regionally accredited or registered by the New York State Department of Education and five years of experience working in programs for the mentally ill, mentally retarded or the alcoholic, two years of which must have been in an administrative capacity; OR
- C) Certification as a Social Worker in accordance with article 154 of the Education Law, possession of a master's degree in Social Work conferred by a university regionally accredited or registered by the New York State Department of Education and seven years of experience working in programs for the mentally ill, mentally retarded or the alcoholic, two years of which must have been in administrative capacity; OR
- D) Any other NYS License or Certification that meets the requirements for NYS Qualified Healthcare Provider (QHP) as designated by the NYS Department of Education and is approved by the NYS Department of Mental Health.

**NOTE:** (1) Appointments to the position of Commissioner of Community Mental Health Services shall be subject to review and approval by the New York State Department of Mental Hygiene.

- (2) If an appointee does not meet the requirements of administrative experience, than an Administrative Officer must be employed by the agency. This does not preclude the employment of an Administrative Officer where the candidate for Commissioner meets or exceeds these minimum requirements.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

\*Article VIII (A801)08 of the Broome County Administrative Code and Article C801 of the Broome County Charter state such qualifications shall meet the standards fixed by the State Commissioner of Mental Hygiene.

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**UNCLASSIFIED**