

DEPUTY COMMISSONER OF COMMUNITY MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Community Mental Health Services, the incumbent of this class assists in directing the Broome County Department of Community Mental Health Services. This is an important administrative and professional position with responsibility for the efficient coordination of the day-to-day activities of the Department. Responsibilities include generally directing the planning, coordination, administration and operation of the mental health and developmental disabilities services, and alcoholism and substance abuse preventative and rehabilitative services provided within the county. Responsibilities also include the development of overall departmental policy, subject to the approval of the Commissioner. Consistent with the provisions of the Broome County Charter this position is authorized to act generally for and on behalf of the Commissioner. In the absence of the Commissioner, this position assumes full departmental responsibility. Work is performed under the general supervision of the Commissioner with leeway allowed for independent judgment in implementing established policies and procedures. Supervision is exercised over professional, administrative, and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts for the Commissioner of Community Mental Health Services in their absence and represents them in an official capacity, as required, on all departmental matters and at local, state, and professional meetings;

Develops departmental policies and procedures;

Reviews and evaluates existing policies and recommends changes for the final approval of the Commissioner of Community Mental Health;

Develops, directs, and implements improved work methods and procedures to insure the achievement of departmental goals and objectives;

Develops standards and methods for the review and reporting of Community Mental Health activities in conformance with County, State, and Federal regulations;

Assists the Commissioner with overall system of care planning and oversight;

Assists the Commissioner in program development to address identified community need;

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Assists the Fiscal Administrator in the preparation of the budget and annual report;

Recruits, interviews, selects and trains new staff;

Evaluates and provides functional supervision of contracted and County staff;

Oversees the provision of all statutorily mandated services as required by NEW York State Hygiene Law, which includes:

- Court ordered psychiatric evaluations
- SAFE ACT oversight
- Assisted Outpatient Treatment implementation;

Participates on other County initiatives as requested (i.e., emergency operations center and disaster Mental Health Program Coordinator; consultations, examinations and emergency services for law enforcement agencies and courts withing the County);

Attends and participates in staff conferences, and maintains effective contacts with local, state, community, and private agency staff;

Receives and responds to complaints from the public or sub-contracting agency staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of comprehensive mental health services organization and administration including a working knowledge of public administration, personnel administration, fiscal planning;

Strong knowledge of the New York State Mental Hygiene laws and regulations;

Ability to manage a complex system of care through successful collaboration with several subcontracting agencies and other community stakeholders effectively and efficiently.

MINIMUM QUALIFICATIONS:

A) Graduation from medical school* supplemented by an approved general internship and an approved residency in psychiatry with eligibility for certification by the American Board of Psychiatry and Neurology and a valid, current license to practice medicine in the State of New York, AND five years' experience in the administration of community mental health services; OR

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B) Current licensure as a psychologist as issued by the New York State Department of Education, licensure must be maintained while employed in this title; OR

C) Graduation from a regionally accredited or New York State college or university with a Master's Degree in social work, and current licensure as a Licensed Clinical Social Worker with R privilege (LCSW-R) as issued by the New York State Department of Education, licensure must be maintained and unrestricted while employed in this title; OR

D) Graduation from a regionally accredited or New York State college or university with a Master's degree in psychiatric mental health nursing, and current licensure as a Registered Professional Nurse as issued by the New York State Department of Education, licensure must be maintained while employed in this title; OR

E) Graduation from a regionally accredited or New York State college or university with a Master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration, or other equivalent degrees as determined by curriculum reviewed and approved by the New York State Department of Education **AND** a minimum of five years of progressively responsible clinical and/or administration experience in a governmental, private, not-for-profit, or proprietary program providing services for people who have a diagnosis of mental illness, intellectual, or developmental disability, or substance use disorder. Such experience shall be specifically related to the powers and duties of the director of community services in accordance with Section 102.7 of title 14 NYCRR

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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.