

DEPUTY COMMISSIONER OF SOCIAL SERVICES FOR ADMINISTRATIVE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Commissioner in administering the fiscal and operating affairs of the department. The incumbent has agency-wide responsibility for assisting in the implementation of the mission of the department through the participation in the planning, development and attainment of departmental objectives and by overseeing the administrative services. 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 judgement in planning and executing assignments. Supervision is exercised over the work of all subordinate professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Commissioner in overseeing the financial administration of the department, including planning, organizing, directing and coordinating the work of the various units for efficient and effective operation;

Assists in financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports to the local legislative body and the State;

Cooperates with representatives of the State Department of Social Services 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;

Develops staffing and funding requirements for non-social services operations for inclusion in the budget;

Makes budget studies and assists in the preparation of the total budget;

Maintains contacts with all departmental units, with other departments and with community groups in areas of this professional responsibility;

Interprets State Department of Social Services bulletins, and other directives and procedural material within this area of responsibility and develops administrative procedures to implement them;

Makes feasibility studies of administrative changes to improve operations;

May study, plan, develop and implement use of data processing equipment to meet department needs;

Assists in the coordination of line and staff functions within the department;

Determines staffing needs and conducts performance evaluations of department staff;

Represents the Commissioner at meetings with public officials and community groups;

Acts for the Commissioner in his/her absence;

Assists in the development and implementation of departmental programs;

Develops agency three-year plan identifying needs, resources and

services to be provided;
Establishes methods in consultation with the Commissioner of Social Services and other management personnel, for evaluation of staff work performance and maintenance of personnel files;
Develops programs and establishes policy for the effective operation of the agency;
Oversees and controls the agency's physical facilities, supplies and equipment;
Assists the Commissioner in carrying out specialized services in the department;
Prepares long range planning and evaluation studies regarding the business administration of the department and develops recommendations to the Commissioner.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern business administration, public personnel and budgetary practices and procedures;
Thorough knowledge of modern accounting methods;
Thorough knowledge of the policies, laws and regulations affecting Social Services activities;
Ability to plan and direct the work of others;
Ability to train 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 prepare reports;
Administrative ability;
Resourcefulness in handling administrative problems;
Tact and courtesy;
Good address;
Physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS:

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

- A) A Master's Degree in Public Administration, Business Administration, Accounting, Management or closely related field and two years of administrative experience, involving planning, directing and budgeting; or
- B) Four years of accounting or administrative experience, two of which must have been in a managerial position involving planning, directing and budgeting functions; or
- C) An equivalent combination of training and experience as indicated between the limits of A) and B) above.

