

COMMISSIONER OF SOCIAL SERVICES

Job Code: 1300
Location: Tioga County Department of Social Services
Classification: Non-Competitive per Social Services Law Section 115 (1)
Salary: Non-Union
Adopted: Revised 5/09; Tioga Co. Personnel & Civil Service

*** PUBLIC OFFICER; 5 year term**

DISTINGUISHING FEATURES OF THE CLASS: The Commissioner of Social Services, or an employee in any other title denoting the chief executive officer in one of the welfare districts in the State, is charged with the responsibility for administering public assistance and care as defined in the Social Services Law. In discharging this responsibility the Commissioner must organize, direct and coordinate the work of all employees, both professional and non-professional, in the welfare department to achieve the effective and efficient operation of the multiple programs undertaken by the department. The Commissioner has complete control, subject to financial limitations imposed by the local legislative body and the State Welfare Department, over department operations and direction of personnel. Major objectives of the Commissioner and the department are to provide adequately for those unable to maintain themselves and to administer such care, treatment and service as may restore such persons to a condition of self-support. An additional objective is to give such service to those liable to become destitute as may prevent the necessity of their becoming public charges.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Responsible for all phases of the public welfare program, including planning, organizing, directing, and coordinating the work of the various units of administration for efficient and effective operation;
- Has charge of financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports to the local legislative body and state board;
- Determines personnel requirements, and is responsible for the appointment of staff in compliance with state law and local civil service rules;
- Oversees the organization and administration of a comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources as well as the State's educational leave program;
- Cooperates with representatives of the state welfare department in the operation and development of the local welfare district program, and directs the preparation and submission of required reports to the state department;
- Responsible for the public relations of the welfare district, and for the interpretation of the public welfare program to the community;
- Cooperates with other agencies, public and private, officials and citizens in planning for community service;
- Responsible for the maintenance and operation of a home or homes for the aging, children's shelters, infirmaries and other institutions as dictated by the needs of the welfare district.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of social welfare and health administration; thorough knowledge of social and health legislation; thorough knowledge of administrative techniques and practices with particular reference to field staff located in separated areas and to the relationship between public agencies and the general public; thorough knowledge of the theory and practice of budgeting and financial record keeping, personnel administration, supervision and administrative control; ability to plan, layout and direct the work of staff officers effectively and to work cooperatively with related agencies and personnel; ability to think analytically in the solution of administrative and

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social and health problems and to make and hold to decisions resulting therefrom; ability to meet, speak and deal effectively with public officials, professional personnel and the general public.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree and **(Either):**

- (a) Four (4) years of satisfactory full-time paid experience or its part-time equivalent in a health or human service agency, two (2) years of which must have been in a satisfactory administrative or supervisory capacity; **OR**
- (b) Four (4) years of responsible full-time paid experience or its part-time equivalent in an administrative or management position, where there is responsibility for planning, directing, and coordinating the work of a 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 welfare department of a public welfare district, within six years immediately preceding the date on which he/she is appointed, shall be the equivalent of two (2) years of the above prescribed experience.

2.) Post graduate training, at a recognized college or university, in social work, public administration, hospital administration, education administration or business administration, shall be equivalent, on a year for year basis up to two (2) years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed in b or one above.

Pursuant to County Law § 400 (4b) and §750, public welfare commissioner is an "appointive officer" and therefore falls under Public Officers Law §3.