

Est 1/89  
Erie County

FIRST DEPUTY COMMISSIONER OF SOCIAL SERVICES

Y210  
Non-Competitive  
JG XVIII  
RDS:glk

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting in directing and coordinating the overall operations of the Department of Social Services under the general direction of the Commissioner who reviews work for conformance with policies of the County and mandated legal parameters. The incumbent has authority to act for the Commissioner in his/her absence. The incumbent is responsible for the direction of all programs, as distinguished from Assistant Commissioners, Assistant Deputy Commissioners, or Directors who have responsibility in a specific functional area. General direction and/or supervision is exercised over a large number of administrative and technical employees. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Initiates and formulates operating policies for the Department, recommends same to the Commissioner of Social Services for approval;  
Works in cooperation with the Deputy Commissioner of Social Services (Home and Infirmary) to assure efficient operation of the facility and to effect changes and improvements necessary for proper care of residents at the institution;  
Directs through the responsible Assistant Deputy Commissioner the departmental operations related to the performance of public assistance services and care, and recommends to the Commissioner changes or improvements in the administrative program and practices;  
Coordinates through the responsible administrator the development and standardization of training programs, policies and practices;  
Supervises and assists personally in the centralized administrative operations of the Department, including the recruitment of personnel and maintenance of personnel records, the preparation of payrolls and administrative reports;  
Maintains good public relations through contacts with private welfare agencies, schools, unions and private organizations;  
Acts for Commissioner during the absence of the Commissioner.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and procedures of social welfare; thorough knowledge of Federal, State and local legislation as related to social welfare in Erie County; skill in the techniques of interpreting and transmitting this knowledge to others; ability to make decisions quickly and independently; ability to coordinate the work of others and to handle people effectively; ability to work with public officials; professional organizations and private groups interested in social welfare; tact and courtesy; initiative and resourcefulness; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree and six (6) years of experience in social work, four (4) years of which must have been in an administrative or supervisory capacity.

