

## FIRST DEPUTY COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Social Services, an incumbent of this class acts generally for and on behalf of the Commissioner consistent with the provisions of the Westchester County Charter by sharing fully in the administration, planning, organization and operational activities of the Department of Social Services. This class is responsible to the Commissioner for the attainment of organizational objectives designed to achieve compliance with Federal, State and County mandates. An incumbent exercises primary responsibility for the fiscal and administrative functions of the Department in dealing with budget and financial matters in the delivery of services. Responsibilities involve extensive contact with key individuals in public, private and community organizations and agencies at the national, state and local level concerning the operation of a social services agency. Supervision is exercised over a large number of managerial, professional and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Advises and assists the Commissioner in the formulation of departmental policies, plans and programs in the fiscal support area;

Directs, administers and supervises, through subordinate supervisors, the Bureaus of Payment Processing, Expenditure Accounting, Revenue Accounting, Audit and Control, Child Support, Facilities and Services, Management Operations and Resources;

Evaluates all phases of Social Service activities against established objectives and directs the implementation of corrective action when necessary;

Directs the coordination and integration of each operational area with overall social services objectives;

Acts for the Commissioner, as required, in those areas that interact with other County departments, governmental and private agencies and community groups;

Resolves major or unusual operating problems, advising and consulting with the Commissioner on those issues not covered by policy;

Acts for the Commissioner, as required, in the Department's relations with the community, governmental agencies and other County departments as required;

Addresses meetings of civic groups, municipal groups, public groups, etc. on all matters pertaining to Social Services;

Prepares occasional news releases, answers questions and inquiries from the press for the Commissioner;

Reviews monthly and annual reports of various divisions and prepares the monthly and annual reports for the department in assigned area;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Consults with independent auditors, New York State auditors and with auditors affiliated with either public or private programs in which the Department may be involved;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Comprehensive knowledge of modern management, budget, finance and accounting systems and practices; comprehensive knowledge of financial administration and control; comprehensive knowledge of the principles and practices of Social Services administration and management systems; knowledge of federal, state and local Social Services laws, rules, regulations and policies applicable to the operation of the department; thorough knowledge and understanding of public finance and revenue collecting; ability to plan, implement and integrate social services policies, regulations and procedures; ability to manage a complex organization effectively; ability to meet and deal effectively with private, public and community officials and individuals; ability to analyze and evaluate reports and studies; ability to speak and write effectively; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound and mature professional judgment; integrity; initiative; reliability; tact; resourcefulness; physical condition commensurate with requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and ten years of executive, managerial and/or administrative experience, seven years of which where the primary function was in the delivery of public social service programs.

SUBSTITUTIONS: A Master's degree\* may be substituted for the general experience at the rate of 30 credit hours per year for up to two years. There is no substitute for the seven years of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education indicated in the minimum qualifications will be considered in evaluating experience.

\*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 Department of Education as a post-secondary, degree-granting institution.