



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	DEPUTY DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES
Jurisdictional Class:	Competitive
Civil Division:	Mental Health Center
Adoption:	CSM 11/10/93
Revised:	CSM 7/12/17; 8/9/17

DISTINGUISHING FEATURES OF THE CLASS:

This is an important clinical, administrative and managerial position responsible for assisting the Director in administering, planning, monitoring, and evaluating mental hygiene services, and in the overall administration of the department. Work is performed under the general direction of the Director of Community Mental Health Services. General supervision is exercised over a staff of professional and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

(All need not be performed in a given position. Other related activities may be performed although not listed):

- Manages department's workflow through assignment, supervision, and the monitoring, identification, and resolution of operational barriers;
- Directs the development of an annual comprehensive Local Government Plan and operating budget for mental hygiene services by coordinating the planning activities of staff, volunteers, provider agencies, and community groups;
- Formulates goals and strategies governing staff interaction with Board Committees, providers, and other planning/funding bodies;
- Assumes total responsibility for the department in the absence of the Director;
- Seeks to improve Department performance in relation to community need;
- Maintains on-going relationships with other County Departments and local and State agency officials in reviewing, analyzing, and implementing policies;
- Recommends to the Director policies and procedures for administering, planning, monitoring, reviewing, and evaluating mental hygiene services which includes Mental Health, Alcoholism, Mental Retardation/Developmental Disabilities and Substance Abuse Services;
- Ensures departmental and contract agency compliance with different State policies, rules, regulations, procedures and guidelines in each of the four separate disability areas;
- Assists the Director in recruiting, interviewing, selecting, and training of staff, conducting performance evaluations, reviewing job specifications and test criteria and handling personnel matters;
- Provides direct supervision to the Assistant Directors and the Director of Socio-Legal Services, and other staff, as required;
- Conducts regularly scheduled staff meetings;
- Represents the Department when speaking before the community and addressing issues through interaction with the news media.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Mental Hygiene Law, Codes, Rules and Regulations;
Thorough knowledge of the administration of services in the areas of Mental Health, Alcoholism, Mental Retardation/Developmental Disabilities and Substance Abuse Services;
Good knowledge of human service programs and their policies;
Good knowledge of the performance of contract agencies and state providers;
Good knowledge of fiscal planning and budget preparation and review;
Organizational skill;
Skill in communicating effectively both verbally and in writing;
Ability to promote mental hygiene services to the community;
Ability to formulate long-range and short-range goals and strategies affecting service delivery in the four disability areas;
Ability to establish and maintain effective working relationships with the staff and other professionals in the field;
Ability to recruit, interview, select, train, evaluate, and supervise a staff;
Ability to analyze and evaluate reports from the staff;
Good judgment;
Resourcefulness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work AND at least 5 years of human service management experience; OR
- (B) Licensed Mental Health Degree AND at least 5 years of human service management experience; OR
- (C) Master's Degree in Nursing AND at least 5 years of human service management experience; OR
- (D) Licensed as a Psychologist AND at least 5 years of human service management experience.

NOTE: Human service experience is that which is involved in the delivery of social, economic, or emotional support services to people in our society who are having difficulty coping with the pressures and strains of modern life.

*Disability areas are defined as Social Services, Health, Mental Health, Alcoholism, Development Disabilities, and Substances Abuse Services.

