



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title: **Director of Community Services**
(Formerly Executive Director to the Community Services Board)
Jurisdictional Class: Non-Competitive (JC Approved - NYSCSC 4/16/13)
Civil Division: Cayuga County
Adoption: CSM 03/29/08
Revised: CSM 5/14/08; 9/14/11; 2/01/12; 6/13/12 (CIT); 7/17/14

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve responsibility for serving as chief executive officer of the Cayuga County Community Services Board (CSB), exercising general direction in the planning, coordination, and operation of the programs that are provided to persons in need of: mental health (MH), mental retardation/developmental disabilities (MRDD), and alcohol/substance abuse services (OASAS), established and funded by NYS Consolidated Mental Hygiene Law (Article 41) and for serving as department head and chief executive officer for the local social services. The Director of Community Services, as outlined in Article 41 of the Mental Hygiene Law, recommends actions and policies to the Cayuga County Community Services Board for the purpose of establishing and maintaining comprehensive MH, MRDD, and OASAS programs and services provided within the county. Such recommendations may include the establishment of facilities and the control of services. The Director administers public assistance and care as defined by federal and state laws. The incumbent is in charge of operating the Cayuga County Mental Health Department and the Cayuga County Department of Social Services. Work performed for the Mental Health Department is performed under the general direction of the Community Services Board (CSB). The Director has administrative control for Department of Social Services activities, subject to financial limitations imposed by the local legislative body, Office of Temporary Disability Assistance (OTDA), Office of Children & Family Services (OCFS), and NYS Department of Health. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

(Mental Health):

- Serves as Chief Executive Officer of the Community Services Board;
- Oversees the operation of the Cayuga County Mental Health Department;
- Employs and removes such officers, employees and consultants in accordance with the standards as provided by law or otherwise authorized as may be necessary for the work of the board within the amounts made available by appropriations;
- Provides general administrative oversight, program monitoring and quality control over all the MH, MRDD and OASAS services, including in-patient units in general hospitals in the community;
- Exercises general supervision over the treatment of persons who are receiving local or unified services or who are in local facilities;
- Makes recommendations to the board for the provision of services and the establishment of facilities, including contracts and other matters necessary as desirable to ensure the effective direction and administration of a local comprehensive service system within the confines of appropriated funds and policy;
- With the CSB, has the power, with the approval of the Cayuga County Legislature, to enter into contracts for the provision of services, including the provision of community support services;

Encourages the development and expansion of preventive rehabilitation and treatment programs in the fields of mental health, mental retardation/developmental disabilities, and alcohol/substance abuse services;

Makes an annual report to the Community Services Board and Cayuga County Legislature of the programs under NYS Consolidated Mental Hygiene Law, Article 41, including a fiscal accounting;

Carries on such activities as may be appropriate to planning, advocacy, service coordination and quality assurance of local service and local facilities;

Carries on such studies as may be appropriate for the discharge of the duties of the position;

Performs related tasks as needed and directed by the CSB.

(Social Services):

Manages all phases of the social service programs including planning, organizing, directing, and coordinating the work of the various units of administration;

Oversees financial planning including preparation of budget, maintenance of fiscal controls, and submission of required reports to the local legislative body and State boards;

Directs and analyzes studies of general economic, business, and financial conditions and their impact on the department's policies and operations;

Directs and coordinates the preparation of reports which summarize and forecast the department's activity and financial position in areas of revenue and expenses based local Civil Service rules;

Oversees the organization and administration of a comprehensive and effective staff development program including in-service training;

Interprets the public welfare system provided to the community;

Works with other public and private agencies and officials and citizens to plan for community services;

Interprets and implements policies and procedures required or recommended by various state departments ;

Performs related tasks as assigned or needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of State and local laws related to the administration of social service programs;

Comprehensive knowledge of principles and practices of business and public administration;

Comprehensive knowledge of budget preparation and expenditure control;

Comprehensive knowledge of governmental structure and resources;

Thorough knowledge of the state and federal laws, regulations and mandates, which govern the delivery of mental health services;

Thorough knowledge of the community service agencies and social service agencies available in a county;

Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to mental health, mental retardation/developmental disabilities and alcohol/substance abuse;

Ability to formulate a local government needs assessment for program needs;

Ability to plan, assign and supervise the work of others;

Ability to establish and maintain effective working relationships with clients, vendors, CSB and county;

Ability to prepare and deliver presentations in a clear, concise and articulate manner;

Ability to provide leadership and secure the cooperation of others by communicating effectively, both orally and in writing, with a variety of individuals at all levels of government;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Incumbent must meet the minimum qualifications under both Mental Health and Social Services shown on next page:

Mental Health:

Qualifications are pursuant to Mental Hygiene Law, (Title 14, Chapter 6, Section 102.6), and individual is subject to the approval of IOCC (Inter-Office Coordinating Council) prior to permanent appointment.

(A) Each director of Cayuga County Community Services appointed in accordance to Part 102 shall meet the following requirements:

- (1) The individual shall have obtained a master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration, or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department; AND
- (2) The individual must have obtained a degree or degrees from a college or university recognized by the New York State Education Department; AND
- (3) The individual with a master's degree shall have had at least five years of progressively responsible clinical and/or administrative experience in a governmental, private, not-for-profit or proprietary program providing services for people who have a diagnosis of mental illness, mental retardation, developmental disability, alcoholism or substance abuse. At least two of the five years shall include functioning in an administrative capacity for the management of a program in which the candidate was responsible for the overall direction and control of an identifiable organizational unit or program. Such experience shall be specifically related to the powers and duties of the director of community services in accordance with section 102.7 of Mental Hygiene Law.

(B) When a local governmental unit appoints a director of community services with an administrative degree as defined in paragraph (A) of this section, the local governmental unit shall also designate a senior level clinician with responsibilities for supervision of clinical services. Such designee shall have a clinical degree and licensure or certification in addition to demonstrable clinical work experience.

NOTE: The Inter-Office Coordinating Council, NYS Department of Mental Hygiene, must approve candidate qualifications prior to permanent appointment.

NOTE: Applicants who do not meet the minimum qualifications may be interviewed and considered for the position on a temporary basis provided that the Inter-Office Coordinating Council, NYS Department of Mental Hygiene, grants approval for the appointment.

Social Services:

Qualifications are pursuant to Section 679.5, Social Service Rules and Regulations:

Qualifications of Commissioner of DSS:

(A) **Training:**

Graduation from a recognized college or university with a bachelor's degree for a four-year course of study; and

(B) **Experience:**

- (1) Six years of satisfactory full-time paid experience in a health, education, or social agency, four years of which must have been in a satisfactory administrative or supervisory capacity; or
- (2) Six years of responsible full-time paid experience 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.

NOTES

Experience as local social services commissioner:

Each year of experience as a chief executive officer of a social services district, within six years immediately preceding the date on which he is appointed shall be the equivalent of two years if the above prescribed experience.

Post-graduate training:

Post-graduate training, at a recognized college or university, in social work, public administration, hospital administration, educational administration or business administration shall be the equivalent, on a year for year basis up to two years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed in paragraph (1) of subdivision (b) of this section.