



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **COMMISSIONER OF SOCIAL SERVICES**
Jurisdictional Class: Non-Competitive (Jurisdictional Classification Pending)
Civil Division: Cayuga County Department of Social Services
Adoption: CSM 10/19/21
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

As the chief administrator of the Department of Social Services, the Commissioner must organize, direct, and coordinate the work of all employees, to ensure the effective and efficient operation of the department's multiple programs such as children and family services, adult services, foster care, financial resources as well as others defined in Social Services Law. The Commissioner has complete control, subject to financial limitations imposed by the Cayuga County Legislature, over department operations and direction of personnel. Major objectives of the Commissioner of Social Services 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-sufficiency. Work is performed under the administrative direction of the County Legislature. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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

Thorough knowledge of state and local laws related to the administration of Social Services programs;
Thorough knowledge of principles and practices of business and public administration;
Knowledge of budget preparation and expenditure control;
Thorough knowledge of governmental structure and resources;
Ability to evaluate programs and to formulate policies to improve services;
Ability to prepare and analyze complex statistical records, reports and statements;
Ability to communicate effectively, both orally and in writing;
Ability to plan, assign, and supervise the work of others;
Possesses excellent leadership skills.

MINIMUM QUALIFICATIONS:

- (A) Training: Graduation from a regionally accredited or NYS registered college with a Bachelor's Degree in 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, 4 years of which must have been in a satisfactory administrative or s 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.
- (C) Experience as a 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/she is appointed, shall be equivalent or two years of the above prescribed experience.
- (D) 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 (B) of this section.

NOTE: The minimum qualifications for the Commissioner of Social Services are mandated under Section 679.5 of Social Services Law.