



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

### JOB SPECIFICATION

Civil Service Title:	<b>DEPUTY DIRECTOR FOR SOCIAL SERVICES</b>
Jurisdictional Class:	Non-Competitive
Civil Division:	Department of Social Services
Adoption:	CSM 11/19/97
Revised:	CSM 03/04/98, 4/7/98, 6/16/99, 3/8/17

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position assists the Director of Community Services in the day-to-day operations of the County Department of Social Services with the framework of Social Services law, rules, regulations, and administrative policies as established by the Director. The individual is responsible for directing departmental functions. Work is performed under the general direction of the Director of Community Services. Supervision is exercised over professional and clerical staff. The incumbent does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Assists Director in monitoring the annual budget and reviews budgetary requests;  
Assists Director in development of strategic planning and organization improvement initiatives;  
Assists Director in identifying, planning, implementing, and monitoring of organizational goals and outcome objectives;  
Assists Director in analyzing agency organizational needs and contributes to overall program development and formulation of departmental policies and procedures;  
Assists and may represent the Director in public relations aspects of the department in helping to interpret the work of the department to the community;  
Represents the Director at various meetings, conferences, and with Legislative Committees;  
In the absence of the Director or when designated by the Director to do so, acts as the Director for Social Services Programs and carries out all responsibilities of Social Services;  
Authorizes leave requests, purchasing requisitions, and petitions per policies of the Director;  
Assists the Director in recruitment and recommends the selection of personnel;  
Assists the Director with the development and implementation of contracts with community not-for-profit organizations towards the goals of the department;  
Assists the Director with all personnel matters related to the department;  
Provides supervision and oversight to Child Welfare and Public Assistance Staff and operations.

#### **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) Four years of satisfactory full-time paid experience in a health, education, or social agency, 3 years of which must have been in a satisfactory administrative or supervisory capacity or, (2) Four 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) 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.
- (D) An equivalent combination of training & experience as defined by the limits of (A), (B), and (C) above.