

GENESEE COUNTY

COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Has complete responsibility for a local public welfare program in one of the social services districts in the State. The Commissioner of Social Services is charged with the responsibility for administering public assistance and care as defined in the Social Services Law. In discharging this responsibility, the Commissioner must organize, direct and coordinate the work of a substantial number of employees, both professional and non-professional, in the social services department to achieve the effective and efficient operation of the multiple programs undertaken by the department. The Commissioner has complete control, subject to financial limitations imposed by the local legislative body and the State Offices of Children and Family Services, Temporary and Disability Assistance, and Department of Health, over department operations and direction of personnel. The Commissioner leads all departmental programming including eligibility and administration of cash assistance, SNAP, HEAP and Medicaid benefits; housing, employment and training, and domestic violence services for clients; Child Protective Services; preventive, foster care and residential care services for youth; adoption services; protective, preventive, guardianship, representative payee and home care services for adults; rehabilitative and detention services for youth involved in the juvenile justice system; administration of Child Support Enforcement and Collection Services; Emergency Services to Adults and Families; and various other social work and public welfare programming for county children, youth, families and adults. Major objectives of the Commissioner and the department are to provide adequately for those unable to maintain themselves and to administer such care, treatment and service as may be needed to restore such persons to conditions of self-support, safety and permanence. An additional objective is to give such service to those liable to become destitute as may prevent the necessity of their becoming public charges. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Is responsible for all phases of the public assistance programs, including planning, organizing, directing and coordinating the work of the various units of administration to efficient and effective operation;

Has charge of financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports to the local legislative body and state oversight entities;

Determines personnel requirements, and is responsible for the appointment and discipline 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 and appropriate use of other training and educational resources that enable staff to perform required duties;

Cooperates with representatives of the State Offices of Children and Family Services, Temporary and Disability Assistance, and Department of Health in the operation and

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COMMISSIONER OF SOCIAL SERVICES

Page 2

- development of the local social services district programs, and directs the preparation and submission of required reports to the state departments;
- Is responsible for the public relations of the social services district, and for the interpretation of the public assistance programs, and children, family and adult assistance programs, to the community, other provider agencies and general public;
- Cooperates with other agencies, public and private, officials and citizens in planning, developing, implementing, purchasing and monitoring numerous community services;
- Continually reviews and interprets federal and State laws, regulations and mandates in order to implement local programming in compliance with such requirements, and to advise the County Manager and Legislature of responsibilities mandated upon the County;
- Promotes client self-sufficiency, safety and permanence for vulnerable children and adults, respect for all constituents, confidentiality, human dignity, and value and acceptance of diversity, as the required objectives of the agency and social services district;
- Has responsibility for the maintenance and operation of a home or homes for the aging or minor children; children's residential shelters or detention facilities; homeless shelters; infirmaries and other institutions as dictated by the needs of the social services district or directed by State oversight entities.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, relates or is a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles and practices of public assistance administration and legislation; comprehensive knowledge and skills in social work practice; thorough knowledge of administrative techniques, management practices and relationships between public agencies and the general public; thorough knowledge of the theory and practice of budgeting and financial record keeping, personnel administration, supervision, and administrative control; ability to plan, lay out and direct the work of others effectively and to work cooperatively with related agencies and personnel; ability to think analytically in the solution of administrative and welfare problems, and to make and hold to any decisions resulting there from; ability to meet, speak, communicate and deal effectively with public officials, professional personnel, clients and the general public; excellent writing skills with the ability to comprehend and compose complex reports and responses to proposals; fairness; strong work ethic with an ability to model professionalism to staff and others; flexibility and ability to move quickly between unrelated tasks; pleasing personality even when facing stressful situations and competing demands; initiative; resourcefulness, creativity and imagination; good judgment and listening skills; tact; optimistic attitude; excellent organizational skills; energetic; self-motivated; experienced in a leadership role serving a multi-program agency.

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COMMISSIONER OF SOCIAL SERVICES

Page 3

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree **AND EITHER:**

- A. Six (6) years of full-time, paid experience in a health, education or social agency, four years of which must have been in an administrative or management capacity, where there is responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions; **OR**
- B. Post-graduate study in a regionally accredited or NYS registered college or university specifically 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 four years of administrative or management experience required in (a) above; **OR**
- C. Experience as 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 s/he is appointed, shall be the equivalent of two years of the above prescribed experience.

Special Requirements for appointment: Successful completion of a background investigation will be required prior to appointment.

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COMMISSIONER OF SOCIAL SERVICES

Page 3

APPOINTMENT TO THE POSITION: Appointments to the title of Commissioner of Social Services shall be for a term of five years, pursuant to New York State law. Appointments are subject to the approval of the New York State Offices of Temporary and Disability Assistance.

SPECIAL REQUIREMENT: This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law.

Non-Competitive Class

Revised 1/3/84, 6/7/95, 9/30/98, 5/15/17, 4/2/2020, 4/22/22