

COMMISSIONER OF CHILDREN, YOUTH AND FAMILIES

DISTINGUISHING FEATURES OF THE CLASS: The Commissioner of the Department of Children, Youth and Families 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 all employees, both professional and non-professional, in the Children, Youth and Families Department to achieve the effective and efficient operation of the multiple programs undertaken by the Department. The Commissioner has complete control over Department operations and the direction of the personnel, subject to financial limitations imposed by the law legislative body and the Rules and Regulations of the State Department of Social Services. Major objectives of the Commissioner and the Department are to provide adequately for those unable to maintain themselves and who are at risk of health and safety, and to administer such care, treatment and services as may restore such persons to a condition of self support and wellbeing. An additional objective is to give service to those liable to become destitute in order to prevent the necessity of their becoming public charges. The work is performed under the administrative direction of the County Executive. Supervision is exercised over the work of all Department employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Responsible for all phases of the public welfare program, including planning, organizing, directing and coordinating the work of the various units of administration for 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 the State;
- Determines personnel requirements and is responsible for the appointment of staff in compliance with State law , Federal law and local Civil Service Rules;
- Oversee the organization and administration of a comprehensive and effective staff development program, including in service training and appropriate use of other educational recourses as well as the State's educational leave programs;
- Cooperates with representatives of the State Department of Social Services in the operation and development of the local Social Services district program, and directs the preparation and submission of the required reports to the State Department;
- Responsible for the public relations of the social services district and for the interpretation of the public welfare program to the community;
- Cooperates with other agencies, both public or private, and officials and citizens in planning for community service;
- Has responsibility for the maintenance and operation or providing services for children's shelters and other institutions as dictated by the needs of the social services district.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of Federal, State and local public welfare laws, rules and regulations;
- Comprehensive knowledge of modern principles and practices of social case work and Public Welfare Administration;
- Good knowledge of modern principles and practices of public administration;
- Ability to plan, coordinate and supervise a wide variety of social service activities on a large scale;
- Ability to prepare complex written and oral reports clearly and concisely;
- Ability to establish and maintain cooperative relations with public and other governmental and private agencies;
- Ability to operate a computer terminal;
- Ingenuity and resourcefulness in solving administrative problems;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and either:

- A. Five years of experience in a health, education or social services agency, three years of which must have been in an administrative or supervisory capacity; OR,
- B. Five years of experience in an administrative or managerial position in which there was responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions.

NOTE:

1. Each year of experience as the Chief Executive Officer of a public welfare department or public welfare district gained within the six years immediately preceding the date of appointment shall be the equivalent of two years of the above experience.
2. Post graduate study in a regionally accredited of New York State registered college or university in social work, public administration, hospital administration, educational administration or business administration may be substituted on a

year for year basis for up to two years of the above experience. (No such post graduate training however shall be substituted for any of the three years of administrative or supervisory experience required in A and B above).

3. Appointments to the position of Commissioner of Social Services shall be for a term of five years, pursuant to New York State Law and the Albany County Charter and Code. Appointments are subject to the approval of the New York State Department of Social Services.

Juris. Class: Non-Competitive (PIC)

ACCS Adopted: Reviewed and readopted by ACCS resolution on 2/10/11

Revised: 6/10, 10/10, 10/17, 1/18