

DEPUTY COMMISSIONER OF COMMUNITY MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the Commissioner in maintaining the efficient and economical administration of the county mental health program. The incumbent acts for and in place of the Commissioner during the Commissioner's absence. The work is performed under general direction with wide leeway allowed for the exercise of independent judgment in planning and carrying out details of the work. Supervision is exercised over all subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Commissioner in the planning, organization and direction of a comprehensive community mental health program;
Manages activities related to preparation of the annual plan for mental health, alcohol/substance abuse, mental retardation;
Insures that treatment staff perform their clinical duties in accordance with established procedures, rules and regulations;
Aids in directing patient treatment in the various services and facilities provided by the mental health agency;
Plans, organizes and structures a clinical records system as required by State and Federal regulations;
Aids in preparation of the department budget and annual report of programs which are the responsibility of the agency;
Reviews and approves program expenditures to maximize clinical effectiveness and efficiency;
Makes staffing and budgeting recommendations to the Commissioner for immediate and long range programming;
Plans and coordinates a variety of clinical and program criteria and procedures;
Participates in clinic staff recruitment and selection and arranges for orientation, training and supervision;
Develops and implements performance measures for programs and individual staff;
Aids in conducting studies related to the promotion of mental health and mental retardation services or the prevention of psychiatric disorders;
Manages the development of new program initiatives, obtaining new funding, and participates in program development;
Prepares a variety of records and reports on agency activities;
Represents the Department in community committees, forums and state and local activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the modern Mental Health theory and practice;
Working knowledge of current administrative practices in the community mental health field;
Ability to develop, organize and supervise the short-range and long-range plans for the provisions of mental health and

mental retardation services in a specific geographic area;

Ability to plan, organize and supervise services designed to prevent psychiatric disabilities and to promote care, treatment and training appropriate for this purpose;

Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATION:

- A) Possession of a current valid license to practice medicine in New York State and board qualification or board eligibility as a psychiatrist or neurologist by the American Board of Psychiatry and Neurology, or as a pediatrician by the American Board of Pediatrics, or as a specialist in Public Health Administration by the American Board of Preventive Medicine. In addition, four years of experience working in programs for the mentally ill, mentally retarded or the alcoholic are required, two years of which must have been in an administrative capacity; or
- B) Certification as a psychologist in accordance with article 153 of the Education Law, possession of a Doctorate in Psychology conferred by a university regionally accredited or registered by the New York State Department of Education and four years of experience working programs for the mentally ill, mentally retarded or the alcoholic, two years of which must have been in an administrative capacity; or
- C) Certification as a Social Worker in accordance with article 154 of the Education Law, possession of a Master's Degree in Social Work conferred by a university regionally accredited or registered by the New York State Department of Education and six years of experience working in programs for the mentally ill, mentally retarded or the alcoholic, two years of which must have been in administrative capacity; or
- D) Any other NYS License or Certification that meets the requirements for NYS Qualified Healthcare Provider (QHP) as designated by the NYS Department of Education and is approved by the NYS Department of Mental Health.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the county of Broome at all times during their employment in the title.

NOTE: (1) Appointments to the position of Commissioner of Community Mental Health Services shall be subject to review and approval by the New York State Department of Mental Hygiene.

- (2) If an appointee does not meet the requirements of administrative experience, than an Administrative Officer must be employed by the agency. This does not preclude the employment of an Administrative Officer where the candidate for Commissioner meets or exceeds these minimum requirements.

R230 2/09/09

EXEMPT