

## **COMMISSIONER OF COMMUNITY MENTAL HEALTH SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The Commissioner of Mental Health is the Chief Executive Officer of the Local Government Unit (LGU) and is statutorily responsible for the oversight and provision of services related to individuals experiencing mental illness, developmental disabilities, substance use disorder and co-occurring conditions. The Commissioner is responsible for local services planning to ensure the behavioral health needs of the community are identified and addressed within fiscal and regulatory guidelines. Administrative direction is received from the County Executive. Supervision is exercised over all department personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, organizes, and directs a comprehensive Local Services Plan (LSP) for the community behavioral health System of Care;

Recommends policies and procedures for administering, planning, monitoring, reviewing, and evaluating the continuum of programs and services;

Integrates behavioral health service delivery planning, evaluation, resource allocation and quality improvement activities with the necessary information system supports to improve outcomes;

Develops standards and methods for the review and accountability of programs, services, and initiatives to ensure compliance with State, and Federal regulations and guidance;

Monitors administrative and fiscal procedures of service providers to ensure compliance with requirements and effective business practices;

Exercises responsible financial accountability and stewardship;

Makes staffing and budgeting recommendations for immediate and long-range programming;

Reviews program expenditures to maximize fiscal efficiency and efficacy;

Prepares budgets and reports to meet county, state, and funding source reporting requirements;

Provides required subject-matter expertise for essential behavioral health services and interdepartmental planning;

Collaborates with community stakeholders to identify and address behavioral health service needs and gaps and integrate into the local services planning process;

Ensures compliance with court-ordered evaluations and mandated programs related to Forensic Mental Health in NYS laws and regulations.

**COMMISSIONER OF COMMUNITY MENTAL HEALTH SERVICES-cont'd**

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of New York State Laws and New York Codes, Rules, and Regulations pertinent to Department administration;

Thorough knowledge of public administration, personnel management, performance, and contract standards regarding programmatic and fiscal accountability including planning, budget formulation, and reporting requirements;

Thorough knowledge of treatment practices/standards for recovery-oriented services, particularly person-centered planning practices and evidence-based programs services and supports available for individuals with mental health, intellectual/developmental disabilities, and substance use disorder;

Thorough knowledge of the performance and contract standards for effective and cost-efficient provision of services inclusive of fiscal and programmatic accountability.

Ability to develop, organize, and supervise the implementation of systemic strategic planning for the provision of mental health, substance use, and intellectual/developmental disabilities services that promote wellness, recovery, and independence in an integrated System of Care;

Ability to prepare, and execute detailed subject-matter expertise for the provision of statutorily mandated services in accordance with prescribed guidelines and regulations;

Ability to construct, interpret, analyze, and present complex information/reports, express ideas clearly, concisely, and accurately, both orally and in writing;

Ability to analyze data and trends affecting the provision of services by providers including fiscal, clinical, and programmatic performance;

Ability to establish and maintain effective working relationships with community groups, agency Boards of Directors, public officials, media representatives, staff, and other professionals;

Ability to demonstrate sound professional and ethical judgement, insight, prioritization, resourcefulness, critical thinking skills, initiative, accuracy, integrity, and courtesy.

## COMMISSIONER OF COMMUNITY MENTAL HEALTH SERVICES-cont'd

### MINIMUM QUALIFICATIONS:

All appointments to the position of Commissioner of Mental Health must meet the qualifications to be the Director of Community Services (DCS) pursuant to NYS Mental Hygiene Law and must be approved by the state's Inter-Office Coordinating Council (IOCC) comprised of the NYS Commissioners of OASAS, OMH, and OPWDD.

A) Part 102.6 of Title 14 of the Codes, Rules and Regulations of the State of New York sets forth standards regarding the qualifications of a DCS as the following:

1. The individual shall be a physician licensed to practice medicine in New York State who shall be deemed board certified or board eligible in psychiatry, neurology, pediatrics; OR
2. The individual shall be a psychologist who is currently licensed as a Psychologist by the New York State Education Department; OR
3. The individual shall have obtained a master's degree in social work, and is currently licensed as a master social worker or licensed clinical social worker by the New York State Education Department; OR
4. The individual shall have obtained a master's degree in psychiatric mental health nursing and shall be licensed by the New York State Education Department as a registered nurse; OR
5. The individual shall have obtained a master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department; AND
6. The individual must have obtained a degree or degrees from a college or university recognized by the New York State Education Department; AND
7. The individual with a doctoral degree or medical degree, or an individual with a master's degree shall have had at least five years of progressively responsible clinical and/or administrative experience in a governmental, private, not-for-profit, or proprietary program providing services for people who have a diagnosis of mental illness, intellectual or developmental disability, or substance use disorder. At least two of the five years shall include functioning

**COMMISSIONER OF COMMUNITY MENTAL HEALTH SERVICES-cont'd**

in an administrative capacity for the management of a program in which the candidate was responsible for the overall direction and control of an identifiable organizational unit or program. Such experience shall be specifically related to the powers and duties of the director of community services in accordance with section 102.7 of 14 NYCRR.

B) A local government unit appoints a Director of Community Services (DCS) with an administrative degree as defined in paragraph (a) (5) of this section, the local governmental unit shall also designate a senior level clinician with responsibilities for the supervision of clinical services. Such designee shall have a clinical degree and licensure or certification in addition to demonstrable clinical work experience.

**SPECIAL NOTE:**

Incumbent is designated as an Emergency Operations Center staff member by the County Executive.

**SPECIAL REQUIREMENT:**

Incumbents in this position are required by the County Legislature to reside within the County of Broome OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

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