

DEPUTY COMMISSONER OF COMMUNITY MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Community Mental Health Services, the incumbent of this class assists in directing the Broome County Department of Community Mental Health. This is an important administrative and professional position with responsibility for the efficient coordination of the day-to-day activities of the Department. Responsibilities include generally directing the planning, coordination, administration and operation of the mental health and developmental disabilities services, and alcoholism and substance abuse preventative and rehabilitative services provided within the county. Responsibilities also include the development of overall departmental policy, subject to the approval of the Commissioner. Consistent with the provisions of the Broome County Charter this position is authorized to act generally for and on behalf of the Commissioner. In the absence of the Commissioner, this position assumes full departmental responsibility. Work is performed under the general supervision of the Commissioner with leeway allowed for independent judgment in implementing established policies and procedures. Supervision is exercised over professional, administrative, and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts for the Commissioner of Community Mental Health, in their absence and represents them in an official capacity, as required, on all departmental matters and at local, state, and professional meetings;

Develops departmental policies and procedures; reviews and evaluates existing policies and recommends changes for the final approval of the Commissioner of Community Mental Health;

Develops, directs, and implements improved work methods and procedures to insure the achievement of departmental goals and objectives;

Develops standards and methods for the review and reporting of Community Mental Health activities in conformance with County, State, and Federal regulations;

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Reviews and approves the annual budget for departmental expenditures;

Reviews and approves monthly and other regularly scheduled required reports concerning various phases of departmental activities;

Meets regularly with departmental and program staff to coordinate their activities consistent with overall departmental goals and objectives;

Meets periodically with managerial personnel to help resolve administrative problems;

Attends and participates in staff conferences, and maintains effective contacts with local, state, community, and private agency staff;

Receives and responds to complaints from the public or subcontracting agency staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of comprehensive mental health services organization and administration including a working knowledge of public administration, personnel administration, fiscal planning;

Strong knowledge of the New York State Mental Hygiene laws and regulations;

Ability to manage a complex system of care through successful collaboration with several subcontracting agencies and other community stakeholders effectively and efficiently.

MINIMUM QUALIFICATIONS:

A) Graduation from medical school* supplemented by an approved general internship and an approved residency in psychiatry with eligibility for certification by the American Board of Psychiatry and Neurology and a valid, current license to practice medicine in the State of New York, **AND** five years' experience in the administration of community mental health services; OR

B) Graduation from a regionally accredited or New York State college or university with a Master's degree in Business Administration, Public Administration, Health Care

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Administration or a clinical mental health discipline, **AND** seven years' experience in the administration of community mental

health services, four of which must have been at a supervisory/management level.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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.

R230

EXEMPT 2/9/09
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