

## DEPUTY DIRECTOR, COMMUNITY MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for maintaining efficient and economical administration of a community mental health facility. The incumbent also assumes responsibility for oversight of contracts with other agencies and/or departments. The work is performed under the general direction of the Director of Community Mental Health Services, in accordance with policies outlined by the Mental Health Board. Wide latitude is permitted for the exercise of independent judgement in planning, developing, directing, and coordinating support services and functions of the facility. Supervision is exercised over subordinate employees. A Deputy Director, Community Mental Health Services does related work as required.

### TYPICAL WORK ACTIVITIES:

- Supervises recruitment, placement, and employee relations;
- Supervises maintenance of internal accounts and the preparation of payrolls;
- Reviews budget requests, supervises the analysis of such requests, prepares recommendations and justifications, participates in budget hearings;
- Directs continuing and special studies of the organization and its operations;
- Promulgates policy and procedural manuals and guidelines;
- Controls expense accounts and purchases;
- Supervises mail and supply operations, reproductions work, and the maintenance and operation of general and office files;
- Supervises the procurement of office premises, equipment, travel authorizations, and stenographic services;
- Maintains liaison and represents the agency in contacts with other local agencies, state departments, and the Federal Government;
- Develops and implements an effective community relations program to insure support and understanding from the community.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of public administration; good knowledge of institution business and personnel management practices; working knowledge of accounting methods; ability to plan, coordinate, and supervise a wide variety of mental health activities on a large scale; demonstrated ability to organize and supervise the work of others; ability to prepare complex written and oral reports clearly and concisely; ingenuity and resourcefulness in solving administrative problems; determined interest in maintaining a high standard of professional ethics; superior judgement; emotional stability; firmness; patience; tact and courtesy; good address; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

A). Graduation from a regionally accredited or New York State registered college or university with at least a master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration, or closely related;

OR

B). Be a Psychologist who is currently licensed as a psychologist by the New York State Education Department;

OR

C). Possess a master's degree in social work and be currently licensed as a certified social worker by the New York State Education Department;

OR

D.) Possess a master's degree in psychiatric mental health nursing and be licensed by the New York State Education Department as a registered nurse;

AND, in addition to meeting a qualification specified in A), B), C) or D) above, a candidate must:

Possess at least four (4) years of 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, mental retardation, developmental disability, alcoholism or substance abuse. At least two of the four (4) years shall have included functioning 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.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Minimum qualifications are derived from those set out in Title 14 NYCRR Section 102.6.

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