

DEPUTY DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and managerial position responsible for assisting the Director in administering, planning, monitoring and evaluating mental hygiene services and the overall administration of the Department. The work is performed under the general direction of the Director of Community Mental Health Services with wide leeway allowed for independent judgment. General supervision is exercised over professional and clerical employees for which the Deputy Director has responsibility. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Recommends policies and procedures to the Director for administering, planning, monitoring, reviewing and evaluating mental hygiene services which include Mental Health, Developmental Disabilities, Alcoholism and Substance Abuse Services;
- Ensures Departmental and contract agency compliance with different state policies, rules, regulations, procedures and guidelines in each of the three separate disability areas (Office of Mental Health, Office of People with Developmental Disabilities, Office of Alcoholism and Substance Abuse Services);
- Assists in recruiting, interviewing, selecting and training of staff, conducting performance evaluations, reviewing job specifications and test criteria and handling personnel matters;
- Conducts regularly scheduled staff meetings;
- Supervises clinicians in the specific discipline for which the Deputy Director is certified or licensed;
- Manages work flow through assignment, supervision and the monitoring, identification and resolution of operational barriers;
- Assists in the development of an annual comprehensive Local Government Plan and operating budget for mental hygiene services by coordinating the planning activities of staff, volunteers, provider agencies and community groups;
- Formulates goals and strategies governing staff interaction with Community Services Board Committees, providers and other planning/funding bodies;
- Assumes total responsibility for the Department in the absence of the Director, including serving as applicant for involuntary hospital care on medical certificate; requesting comprehensive psychiatric emergency program (CPEP) evaluation in the community and applying for Assisted Outpatient Treatment (AOT);
- Represents the Department when speaking before the community and represents Director at meetings of The Conference of Local Mental Hygiene Directors;
- Seeks to improve Department performance in relation to community need;
- Maintains ongoing relationships with other county departments and local and state agency officials in reviewing, analyzing and implementing policies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Mental Hygiene Law, Codes, Rules and Regulations; thorough knowledge of the administration of services in the areas of Mental Health, Developmental Disabilities, Alcoholism and Substance Abuse Services; good knowledge of human service programs and their policies; good knowledge of the performance of contract agencies and state providers; good knowledge of fiscal planning and budget preparation and review; organizational skills; skill in communicating effectively both verbally and in writing; ability to promote mental hygiene services to the community; ability to formulate long-range and short-range goals and strategies affecting service delivery in the three disability areas; ability to establish and maintain effective working relationships with the staff and other professionals in the field; ability to recruit, interview, select, train, evaluate and supervise staff; ability to analyze and evaluate reports from the staff; good judgment; resourcefulness.

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QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a license to practice medicine in the State of New York AND three (3) years of formal or supervised training in an inpatient or outpatient mental health program PLUS two (2) additional years of clinical or administrative experience in mental health. Two years of the five years of experience must have been in a supervisory or clinical administrative capacity in a community mental health program; OR
2. New York State certification as a Psychologist and a Doctorate in Psychology conferred by a university recognized by the New York State Education Department and four (4) years of full-time paid experience working in programs for the mentally ill, mentally retarded or alcoholism and substance abuse. Two of the four years of experience must have been 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; OR
3. Certification by the New York State Department of Education as a Licensed Clinical Social Worker or Licensed Master Social Worker AND six (6) years of full-time paid experience, or its part-time equivalent, working in programs for the mentally ill, mentally retarded or alcoholism and substance abuse. Two of the six years of experience must have been 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.

NOTE: All Degrees must be from a regionally accredited or New York State registered college or university.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: AUGUST 6, 2012

REVISED: JULY 5, 2019

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE (CONFIDENTIAL/POLICY INFLUENCING)

Pending Jurisdictional Classification by NYS Civil Service Commission.