

Jurisdictional Class: Competitive  
Adopted: June 13, 2019  
Revised: February 14, 2022

**DEPUTY DIRECTOR OF COMMUNITY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a managerial position responsible for assisting the Director with the management, development, coordination, and supervision of all aspects of the Clinton County Mental Health, Social Work, and Addictions Clinics of the County Community Services Agency. The incumbent provides overall management expertise for the agency oversees and directs clinic treatment services to clients as well as responsibility for planning and promoting educational campaigns. The Deputy provides assistance with the Community Services Board, mental hygiene planning activities and coverage for community crisis calls in the absence of the Director. The Deputy, assists in attaining departmental objectives, and manages most of the day-to-day activities of the Department. The Deputy has the power to act for and on behalf of the Director of Community Services in the absence of the Director. The work is performed under the general direction of the Director of Community Services with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over subordinate professional, technical, and clerical staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, directs, coordinates, and evaluates all aspects of the Clinton County Community Services Agency Clinics to ensure that proper services are provided in the process of helping clients with social, emotional and related difficulties associated with their mental illness and/or addiction;  
May assume the full duties, authority, and responsibilities of the Director in the absence of the Director;  
Ensures, through monitoring and oversight, the effective delivery of quality clinical services for Clinton County;  
Conducts staff meetings and conferences devoted to diagnosis, treatment, planning and administration, and case assignment;  
Directly oversees staff and is involved in the hiring, evaluation and the disciplinary action of staff for efficient and effective operations;  
Locates and establishes working relationships with individuals and/or their families and groups providing services to those with mental illness and/or addiction;  
Oversees staff in developing and/or providing in-service training to ensure up-to-date knowledge of community resources and current treatment techniques;  
Oversees and evaluates all clinic services and proposes changes to improve programs;  
Meets with community groups and the general public to ensure a positive level of public relations regarding mental health, addiction, and developmental disability services;  
Assists in the preparation of the annual Local Services Plan, annual report, and budget;  
Assist in the formulation of policies and procedures for efficient and effective operations;  
Is responsible for the control and management of funds appropriated for the mental health, addiction and, behavioral health programs and pursues alternative sources of funding;  
Insures the timely and accurate completion and submission of documents required by state oversight agencies, New York State Office of Mental Health, the New York State Office of Alcoholism and Substance Abuse, and the New York State Office of Persons with Developmental Disabilities;  
Prepares and properly maintains a variety of required reports and records;  
Ensures acquisition and continued renewal of professional licensures required by staff to continue successful operations of the agency;

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Provides coverage for community crisis calls during the absence of the Director of Community Services;  
Assists the Director with studies and new initiatives related to the promotion of mental health, developmental disabilities, and alcohol and drug services;  
Assists the Director in representation, participation and requests related to the Conference of Local Mental Hygiene Directors.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles, methods, procedures, and practices of the field of behavioral health services, mental health, addiction, and co-occurring disorders;  
Comprehensive knowledge of the functioning of community mental health and addiction facilities and the scope of services rendered;  
Comprehensive knowledge of community resources and how to use them effectively;  
Good knowledge of the personal and social problems related to mental health, addiction, and developmental disabilities;  
Good knowledge of the symptoms and physical signs of mental health and addiction;  
Good knowledge of promotional public relations and educational techniques relating to on going behavioral health, mental health, and addiction programs;  
Ability to work effectively with others;  
Ability to manage, organize, direct, and coordinate the mental health and addictions services in a clinic;  
Ability to prepare technical and informational data for administrative use;  
Ability to provide professional leadership of a high order;  
Ability to analyze and evaluate reports and make sound decisions;  
Ability to manage, plan, and supervise the work of others;  
Ability to communicate clearly and effectively both orally and in writing.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Rehabilitation, Counseling, Psychology, Social Work, Nursing, Public Health Administration, Public Administration, Community Mental Health, Sociology, Hospital Administration, Human Services Administration, Business Administration, or other closely related field, and three (3) years of clinical and/or administrative experience providing services to individuals with behavioral health or mental health disorders, substance use disorders, or intellectual/developmental disabilities; one (1) year of which shall have included supervisory experience; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Rehabilitation, Counseling, Psychology, Social Work, Nursing, Public Health Administration, Public Administration, Community Mental Health, Sociology, Hospital Administration, Human Services Administration, Business Administration, or other closely related field, and five (5) years of clinical and/or administrative experience providing services to individuals with behavioral health or mental health disorders, substance use disorders, or intellectual/developmental disabilities; two (2) years of which shall have included supervisory experience.

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**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.