

DEPUTY DIRECTOR OF COMMUNITY MENTAL HEALTH SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the planning, directing, and managing of all resources of a Community Mental Health Department. The work is performed under the administrative direction of the Director of Community Mental Health Services. In conjunction with, and in the absence of, the Director of Community Mental Health Services, the Deputy Director of Community Mental Health Services exercises administrative direction and oversight of departmental programs and personnel. Wide leeway is allowed for exercising independent judgement in setting policies and making day-to-day decisions related to the management of the agency's resources. Serves as liaison to community agencies in the absence of or in conjunction with the Director of Community Mental Health Services. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists the Director of Community Mental Health Services in formulating operating plans, policies and procedures to ensure achievement of department goals and objectives; Acts for and in place of the Director of Community Mental Health Services during his/her absence and represents him/her in an official capacity (except where prohibited by NYS Mental Hygiene Law); Receives and responds to complaints from public or agency staff; Meets with managerial staff to address operational problems; Reviews and approves required department reports concerning various phases of department activities.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern mental hygiene systems, programs and services; Thorough knowledge of theory and practice of community mental hygiene and treatment of mental illness, substance abuse and developmental disabilities; Good knowledge of administrative procedures and techniques; Ability to prepare detailed agency plans for provision of agency services; Ability to plan and implement operating policies, regulation and procedures; Ability to establish and maintain rapport with service providers, patients and their families; Ability to plan, direct, coordinate and evaluate work performance of staff; Ability to make effective decisions and present ideas effectively; Tact and courtesy in dealing with staff and the public; Integrity and good judgement; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of current license to practice medicine in New York State and deemed board certified or board eligible in psychiatry, neurology, pediatrics; OR
- B. Possession of current license by the New York State Education Department to practice as a psychologist; OR
- C. Possession of a Master's degree in social work and is currently licensed as a licensed master social worker or as a licensed clinical social worker by the New York State Education Department; OR
- D. Possession of a Master's degree in psychiatric mental health nursing and current license by the New York State Education Department as a registered nurse; OR
- E. Possession of a Master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human service administration, business administration or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department;

AND

Four (4) 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, mental retardation, developmental disability, alcoholism or substance abuse. At least one (1) of the four years shall include 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. Such experience shall be specifically related to the powers and duties of the director of community services in accordance with section 102.7, Mental Hygiene Law.

Adapted 9/20/22