

**DEPARTMENT:** MENTAL HEALTH, ALCOHOL, & DRUG ABUSE

**CLASSIFICATION:** COMPETITIVE

**APPROVED:** 2/11/99

**FLSA Status:** Exempt/Administrative 1/4/2010

**DEPUTY DIRECTOR MENTAL HEALTH COMMUNITY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position which involves the coordination of activities of the department. The incumbent assists in the planning, organization, and direction of the department. Assists with development of the annual Mental Health Services plan and State Aid applications. Assists in the preparation of the department budget, gathers information and conducts studies on expanding and improving mental hygiene services in the County. Represents the department in conferences and meetings related to the mental hygiene system. Prepares a variety of records and reports related to the work. Receives direct supervision from the Director and supervises subordinates. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Coordinates the activities of the department in assigned specialties;
2. Assists in planning, organization, and direction of the Mental Health Department;
3. Gathers information and conducts studies on expanding and improving mental hygiene services in the County and makes recommendations of finding;
4. Represents the department in conferences and meetings related to mental hygiene system planning and development;
5. Prepares a variety of records and reports related to the work;
6. Assists with the development of the annual Mental Health Services plan and State Aid application;
7. Assists in the preparation of the annual department budget;
8. Researches and identifies new funding sources and resources for mental hygiene programs;
9. Assists in the preparation of public relations material;
10. Supervises subordinates in the department.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices, and procedures of Mental Hygiene administration; good knowledge of budgeting and fiscal management practices; good knowledge of Federal, State, and local legislation and regulations regarding Mental Hygiene; ability to plan and supervise the work of others; ability to prepare and analyze complex records and reports; ability to communicate effectively both orally and in writing; ability to establish good working relationships with others; resourcefulness in handling administrative problems; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with Master's Degree in Social Work, Sociology, Psychology, or a **\*closely related field** and four (4) years of staff administrative experience in Mental Health Hygiene programs;
- OR:** 2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to give degrees with a Master's Degree in Public or Business Administration and four (4) years of staff administrative experience in Mental Health Hygiene programs;
- OR:** 3. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree in Social Work, Sociology, Psychology, or a **\*closely related field** and six (6) years of staff administrative experience in Mental Health Hygiene programs.
- OR:** 4. Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees with a Bachelor's Degree in Public or Business Administration and six (6) years of staff administrative experience in Mental Health Hygiene programs.

**\*Closely related field** - Degrees in Political Science, History or Anthropology would not be appropriate.