

Jurisdiction: Oneida County Government  
Jurisdictional Class: Exempt  
EEO Category: Officials and Administrators  
Revised: 03/14/2024

## **DEPUTY COMMISSIONER OF MENTAL HEALTH**

**DISTINGUISHING FEATURES OF THE CLASS:** This administrative position serves under the direction of the Commissioner of Mental Health/Director of Community Services (DCS) of the Local Government Unit. The incumbent assists in directing the mission, vision, and day-to-day activities of the Department of Mental Health and oversight to the local mental health, substance use, and intellectual/developmental disability services within the community. Responsibility includes the development of overall departmental policies and procedures, human resource activities, department quality assurance, and other high-level administrative duties. In the absence of the Commissioner, this position assumes full departmental responsibility and represents them in an official capacity, on all departmental matters and at local, state, and professional meetings. The incumbent performs related work as required.

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

Acts for the Commissioner of Mental Health/DCS in their absence and represents them in an official capacity on all departmental matters at local, state, federal and/or professional meetings;

Develops, directs and monitors departmental contracts, under the direction of the Commissioner including the creation and monitoring of corrective action plans and performance reporting;

Directs the departmental human resources activities including but not limited to staff onboarding, training, termination, supervision (Directors), administrative challenges, and/or community complaints under the direction of the Commissioner.

Represents the Department in local, State, or Federal conferences, meetings, or seminars;

Assists the Commissioner in administratively overseeing community programs serving those struggling with mental health, substance use, and/or intellectual/developmental disabilities including working to ensure proper utilization of department/community programs.

Develops, directs, and/or implements Continuous Quality Improvement (CQI) methods both departmentally and within the community to ensure conformance with Local, State and Federal regulations, as well as laws and guidance;

Assists the Commissioner in overseeing all programs and initiatives within the Department of Mental Health, which may include planning, organizing, directing or coordinating department work, as well as implementing improved work methods education, policies/procedures to ensure the achievement of department goals;

Actively works to develop new program initiatives through researching, applying to grant opportunities, and participating in program development activities, which may include delegation to department or contracted staff;

Manages and directs activities related to the preparation of the County Local Service Plan, County Annual Report, departmental budget, and any other relevant reporting on behalf of the department.

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

Thorough knowledge of the principles and practices of comprehensive mental health services organization and administration including a working knowledge of public administration, personnel administration, fiscal planning and functions of behavioral health; good knowledge of the New York State Mental Hygiene laws and regulations; good working knowledge of OASAS, OPWDD; good knowledge of techniques, principles and practices involved with planning, as well as, the ability to prepare comprehensive mental hygiene plans; good knowledge of State and local laws, rules and regulations in the area of mental health, substance use, and intellectual/developmental disabilities; ability to manage a complex organization with several subcontracting agencies effectively and efficiently; ability and skill in organizing, coordinating, and chairing various committees; leadership, ability, and skill in personnel management; ability to present recommendations clearly and concisely both orally and in writing; ability to meet and deal effectively with others; ability to analyze and evaluate reports and studies; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; sound judgment; reliability; resourcefulness; initiative; tact.

**SUGGESTED QUALIFICATIONS:** Candidates must have three (3) 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, intellectual/developmental disabilities, or substance use, two (2) years of which must have been in an administrative capacity in which the candidate was responsible for the overall direction and control of an identifiable organizational unit or program **AND** Either:

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

**NOTE:** Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate 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>. Candidates will be required to pay the evaluation fee.

Adopted: 02/11/1982  
Revised: 07/19/1996, 03/14/2024