

**DATE POSTED:** July 22, 2021

**APPLICATION DEADLINE:** August 12, 2021

**TITLE:** Deputy Commissioner of Social Services & Mental Health

**SALARY RANGE:** \$95,000 – \$110,000

**LOCATION:** Putnam County Department of Social Services

**DESCRIPTION:** Putnam County is seeking qualified candidates for the position of Deputy Commissioner of Social Services and Mental Health.

This position works directly under Putnam County's Commissioner of Social Services and Mental Health and requires a high degree of independent judgment. This position acts for and in place of the Commissioner in their absence and has complete charge of department operations and direction of personnel.

Responsibilities include ensuring adherence to laws, rules, and regulations as well as County guidelines and practices. Responsibilities also include generally directing various functions of the department as well as the coordination, administration and operation of the mental health, developmental disabilities, alcoholism and substance abuse preventative and rehabilitative services provided within the county. Incumbents in this title will work regularly with outside, local, non-profit organizations.

**MINIMUM QUALIFICATIONS:** Either

- a) Possession of a license to practice medicine in New York State who shall be deemed board certified or board eligible in psychiatry, neurology, pediatrics; or
- b) Possession of a license to practice as a psychologist issued by the New York State Education Department; or
- c) Master's degree in social work, and possession of a license as a certified social worker issued by the New York State Education Department; or
- d) Master's degree in psychiatric mental health nursing, and possession of a license as a registered nurse issued by the New York State Education Department; or
- e) Master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration or other equivalent degrees as determined by a curriculum reviewed and approved by the New York State Education Department; or
- f) Master's degree and five (5) 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, developmental disability, alcoholism or substance abuse, at least two (2) years of which included 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; or

- g) An equivalent combination of training and experience as described in a), b), c), d), e) and f), above

**SPECIAL REQUIREMENTS:**

- 1) All appointments to the position of Deputy Commissioner of Social Services and Mental Health must be approved by the State Commissioner of the Office of Temporary and Disability Assistance.
- 2) This position will require access to transportation to meet work requirements in the ordinary course of business.

**IF YOU ARE INTERESTED IN THIS POSITION, FILE AN APPLICATION WITH THE PUTNAM COUNTY PERSONNEL DEPARTMENT, BY MAIL OR SCANNED EMAIL.**

**PUTNAMPERSONNEL@PUTNAMCOUNTYNY.GOV**

**Or**

**110 OLD ROUTE 6, BLDG. 3, CARMEL, NY 10512**

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