

TOWN COMMISSIONER OF HUMAN SERVICES

Department: Human Services

Classification: Unclassified

Specification Number: 1700

Approved: 4/21/22

Revised: By JG

MINIMUM QUALIFICATIONS

There are no qualifications for this position as it is in the Unclassified Service.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title directs the Town Department of Human Services and appoints and removes all employees in the Department. Responsible for the administration, planning, and coordination of all programs and operations of the department. In performing the duties of the position, the Commissioner exercises considerable independent judgement and initiative. The work is reviewed through conferences and reports by the Town Supervisor and Town Board.

TYPICAL WORK ACTIVITIES

Appoints and removes all employees from the Department;

Plans, supervises, and implements the programs of Drug and Alcohol Control, Senior Citizen Services, the Office for People with Disabilities, and the Office for Women;

Supervises the preparation, presentation and maintenance of the Department's annual budget and fiscal policies;

Provides and promotes programs that meet the needs of Senior Citizens, and disabled individuals, assist women and that deter and eradicate drug and alcohol abuse, and encourage socio-economic growth;

Develops and coordinates data gathering procedures and departmental studies, and analyzes results for potential policy, regulation, and ordinance revision or development;

Recommends departmental procedures, policies, regulations or ordinances to achieve a more effective operation;

Enforces all regulations and policies of the Department.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of Federal, State, and local laws, regulations, policies regarding all departmental programs and services; thorough knowledge of the departmental programs, functions, and activities; good knowledge of enforcement operations and procedures; good knowledge of information and data gathering; ability to administer and supervise subordinate personnel in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely both orally and in writing; physical condition commensurate with the demands of the position.