

# **DEPUTY TOWN COMMISSIONER OF HUMAN SERVICES**

**Department: Human Services**

**Classification: Exempt**

**Specification Number: 1710**

**Approved: 4/21/22**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**There are no qualifications for this position as it is in the Exempt Class.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**The Deputy acts for and in place of the Town Commissioner of Human Services and assists the Commissioner in the administration, planning, and coordination of programs and operations of the department. The Deputy is responsible for assisting in the supervision of subordinate personnel in their performance and adherence to regulations and policies set forth. In performing the duties of the position, the Deputy Commissioner exercises a considerable amount of independence of judgement and initiative. The work is reviewed through conferences and reports by the Commissioner. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

**Assists in planning, supervising, and implementing the programs of Drug and Alcohol Control, Senior Citizen Services, the Office for People with Disabilities, the Office for Women and oversees the Minibus operation;**

**Assists the Commissioner in supervising the preparation, presentation and maintenance of the Department's annual budget and fiscal policies;**

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

**Assists in the development and coordination of data gathering procedures and departmental studies, and assists in the analysis of results for potential policy, regulation, and ordinance revision or development;**

**Assists the Commissioner in recommending departmental procedures, policies, regulations or ordinances to achieve a more effective operation;**

**Assists with the enforcement of 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.**