

Civil Division: Oneida County Government
Jurisdictional Class: Unclassified
EEO Category: Officials/Administrators
Revised: 12/17/2007

COMMISSIONER OF MENTAL HEALTH

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class serves as the chief executive officer of the local governmental agency and is responsible for the community health services per Article 41 of the New York State Mental Hygiene Law. Responsibilities include the planning, coordination and direction of the mental health, mental retardation and developmental disabilities, alcoholism and substance abuse services provided within the community. The incumbent makes recommendations to the Mental Health Advisory Board toward attaining a comprehensive community mental health and mental retardation program. General guidance and review in the areas of budget and new programs is received from the County Executive. However, the employee has considerable latitude for independent judgment and initiative in the execution of mental hygiene programs for Oneida County. Supervision is exercised over subordinate professional, administrative, paraprofessional and clerical staff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Section 102.7 of codes and regulations for mental hygiene law 41.09

Serve as chief executive officer of the local governmental unit per Article 41 of the Mental Hygiene Law;

Employ and remove such officers, employees and consultants as may be necessary for the work of the board within the amounts made available by appropriations;

Exercise general supervision and program monitoring over local services and local facilities;

Exercise general supervision over the treatment of patients who are receiving local or unified services or who are in local facilities;

Make recommendations to the board for the provision of services and the establishment of facilities, including contracts and other matters necessary as desirable to ensure the effective direction and administration of a local comprehensive service system;

Encourage the development and expansion of preventive, rehabilitation and treatment programs in the field of mental illness, mental retardation and developmental disabilities, alcoholism and substance abuse;

Make an annual report to the board of the programs under the auspice of the local governmental unit, including a fiscal accounting;

Carry on such activities as may be appropriate to planning, advocacy, service coordination and quality assurance of local services and local facilities; and

Carry on such studies as may be appropriate for the discharge of duties.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of modern theory and practice of psychiatry; thorough knowledge of basic psychiatric sciences, medical and social psychology, psychopathology, psychotherapy, and the function and pertinent pathology of the nervous system; thorough knowledge of current administrative practices in the community mental health field; ability to develop, organize and supervise the short-range and long-range plans for the provisions of mental health and mental retardation services designed to prevent psychiatric disabilities, and to promote care, treatment and training appropriate for this purpose; ability to direct and supervise the work of professional psychiatrists, psychologists, doctors and others; ability to present recommendations clearly and concisely, both orally and in writing; tact.

MINIMUM QUALIFICATIONS: Either:

- (A) The individual shall be 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) The individual shall be a psychologist who is currently licensed as a psychologist by the New York State Education Department; **OR**
- (C) The individual shall have obtained a master's degree in social work, and is currently licensed as a licensed master social worker or as a licensed clinical social worker by the New York State Education Department; **OR**
- (D) The individual shall have obtained a master's degree in psychiatric mental health nursing and shall be licensed by the New York State Education Department as a registered nurse.

Minimum qualifications are established by New York State Mental Hygiene Law Article 41.09 and Section 102.6 of codes and regulations.

Adopted: 2/3/1982

Revised: 4/22/1996; 12/17/07