



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Office of Mental Health and Addiction Services

- Job Title:** DEPUTY COMMISSIONER OF MENTAL HEALTH AND ADDICTION SERVICES
- Salary Range:** \$106,377 – \$136,858* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)
- Work Location:** 135 South Broadway, Saratoga Springs NY 12866 (On-site)
- Classification:** Competitive **(Exam Required)**

The Saratoga County Office of Mental Health and Addiction Services seeks an experienced candidate for a full-time Deputy Commissioner. The successful candidate should have a strong background in community services providing and implementing various mental health and addiction programs.

Job Description

This is important administrative and clinical work involving responsibility for assisting the Commissioner in the daily operation and delivery of a mental health and addiction services department. Works closely with the Community Services Board in planning, coordinating and administering operation of a diversified program of mental health and addiction services provided within the community and onsite. In addition, this work may involve the provision of direct clinic services to clients. Work is performed under general supervision of the Commissioner in accordance with established policies, procedures, rules, laws and regulations. Supervision is exercised over the activities of subordinate professional, technical and clerical employees. Performs additional related duties as needed.

Minimum Qualifications (at least)

A) Possession of a license to practice medicine in the State of New York and board qualified or board eligible either as a Psychiatrist or as a Neurologist by the American Board of Psychiatry and Neurology; or as a Pediatrician by the American Board of Pediatrics; or as a Specialist in Public Health Administration by the American Board of Preventive Medicine and at least three (3) years of experience working in programs for the persons with developmental disabilities, substance abuse or mental health. Of these three years, at least one year must have been in an administrative capacity; OR

B) New York State certification as a Psychologist and a Doctorate in Psychology conferred by a university recognized by the New York State Education Department and at least three (3) years of experience working in programs for the persons with developmental disabilities, substance abuse or mental health one (1) of which must have been in an administrative capacity; OR

C) Possession of a Master of Social Work and at least five (5) years of experience, working in programs for persons with developmental disabilities, substance abuse or mental health, one (1) which must have been in an administrative capacity, as well as Possession of an LCSW from the NYS Department of Education.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.)

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Typical Work Activities (*Illustrative)

- Assists the Commissioner in planning and organizing of mental health, addiction, and psychiatric rehabilitation services in the community;
- Assists the Commissioner in the operation and supervision of services provided by the agency;
- Plans and organizes in-service and staff development training of professionals and non-professional staff;
- Assists in the development and implementation of departmental policies and procedures to protect the interests of both agency and clients;
- Assists in coordinating and participating in activities related to the program with community agencies and the general public;
- Provides direct clinic services involving diagnoses and treatment of clients;
- Interprets, implements, and enforces federal, state, and local laws, rules, and regulations as they pertain to the operation and administration of the department;
- Supervises and participates in the preparation and maintenance of financial and client records and reports;
- Assists in departmental budget preparation and control;
- May be required to provide emergency clinic services during other than normal working hours;
- Assumes responsibilities for the Department in the absence of the Commissioner;
- Performs related duties as necessary.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This opportunity is offered on a provisional basis pending the results of a Civil Service exam to be scheduled at a later date.

To Apply (PREFERRED METHOD - via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.