

DEPUTY COMMISSIONER OF YOUTH AND WORKFORCE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Department of Youth and Workforce Services. The Deputy Commissioner acts for and in the place of the Commissioner in his/her absence. The incumbent manages and directs the day-to-day operations of the Truancy Center to support youth and families in a manner that fosters independence, growth and development. The Deputy Commissioner coordinates strategic planning, including direction and coordination of the Truancy Center staff, by weekly management and supervisory staff meetings. The incumbent supervises the work of professional and clerical staff.

TYPICAL WORK ACTIVITIES:

- Acts for and in place of the Commissioner of Youth and Workforce Services in his/her absence;
- Manages and directs day-to-day operations of the Truancy Center;
- Supervises all Truancy Center staff, interns and volunteers;
- Encourages and maintains working relationships with collaborative agencies including Albany City School District, City of Albany Police Department and Albany County Probation;
- Coordinates strategic planning, including direction and coordination of Truancy Center team;
- Facilitates weekly case management and supervisory staff meetings;
- Schedules, leads and participates in in-service training for staff, interns and volunteers;
- Facilitates communication among school district staff, probation department staff and law enforcement personnel;
- Ensures completion and accuracy of annual and quarterly grant reports;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of planning and evaluating in an educational setting;
- Thorough knowledge of effective staff development processes;
- Skill in strategic planning and community organizing;
- Excellent organizational and communication skills;
- Ability to work in diverse work environments;

- Ability to deal effectively with a multi-faceted population, including co-workers and clients;
- Ability to work with other systems and agencies (i.e., juvenile and branch court, community service agencies, PTO's and school boards/districts);
- Ability to work effectively with local district personnel;
- Ability to work cooperatively with other staff members in joint planning sessions;
- Ability to write/create diverse materials and correspondence (i.e., case management reports, letters, business and school correspondence, procedural manuals, etc.);
- Ability to provide leadership and direction;
- Ability to supervise and direct subordinate staff;
- Ability to develop long-term plans and programs and to evaluate work accomplishments;
- Ability to maintain complex records;
- Good Judgment;
- Initiative;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Social Work, Education, Psychology, Counseling or related field, and two (2) years of paid fulltime experience supervising community-based programs and/or facilitating case management activities; **OR**
- b) Graduation from a regionally accredited or New York State registered college for university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Social Work, Education, Psychology, Counseling or related field and three (3) years of paid fulltime experience supervising community-based programs and/or facilitation case management activities; **OR**
- c) Any equivalent combination of training and experience as described in the limits of (a) and (b) above.