

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Department of Social Services

Deputy Commissioner of Social Services

\$86,816 - \$106,108

DATED: May 22, 2023

LAST DAY FOR FILING: June 5, 2023

EOE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Commissioner in administering public assistance and care as defined in the Social Services Law. The incumbent may have agency wide responsibility for assisting in the implementation of the mission of the department through the participation in the planning, development and attainment of departmental objectives or by overseeing an assigned major functional area such as social services, administrative services or financial assistance. Work is performed under the general direction of the Commissioner of Social Services in accordance with established policies and objectives with considerable leeway allowed for the exercise of independent judgment in planning and executing assignments. Supervision is exercised over the work of all subordinate professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists the Commissioner in overseeing all phases of the public welfare program, including planning, organizing, directing and coordinating the work of the various units of administration for efficient and effective operation;
- Assists in financial planning, including preparation of budgets;
- Oversees the operation of a major functional area in the department as assigned by the Commissioner such as child welfare services, administrative services, agency housing or income maintenance;
- Oversees the administration of a comprehensive and effective staff development program;
- Serves as liaison with representatives in State departments that oversee Department of Social Services programs;
- Participates in planning with other agencies, both public and private for community services;
- Develops programs and established policy for the effective operation of the agency; adopts Federal and State guidelines and mandates for agency use;
- Determines staffing needs, assists with personnel matters and conducts performance evaluations of department staff;
- Acts for the Commissioner in his/her absence.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of Federal, State and local public welfare laws, rules and regulations; thorough knowledge of modern principles and practices of social case work and public welfare administration; good knowledge of modern principles and practices of public administration; ability to plan, coordinate and supervise a wide variety of social services activities on a large scale; ability to prepare complex written and oral reports clearly and concisely; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to perform close, detail work involving considerable visual effort and strain; ability to operate a computer terminal; ingenuity and resourcefulness in solving administrative problems; good judgment.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; and EITHER:

(a) Four (4) years of experience in a health, education or social services agency, two years of which must have been in an administrative or supervisory capacity; OR

(b) Four (4) years of responsible full time paid experience in an administrative or management position where

there is responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions.

NOTE:

1. Post graduate training at a recognized college or university, in social work, public administration, hospital administration, educational administration or business administration shall be the equivalent, on a year-for-year basis for up to two years of the above experience. No such post graduate training, however, shall be substituted for any of the two years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed above.
2. Each year of experience as a chief executive officer of a public social services department of a public social services district within six (6) years immediately preceding the date on which he/she is appointed shall be the equivalent of two (2) years of the above prescribed experience.

SPECIAL REQUIREMENT: A valid New York State driver's license and acceptable driving record is required at time of appointment. A valid New York State license must be maintained during employment. Must be able to satisfy the travel requirements of the position throughout employment.

A criminal background check is required to support performance of direct or indirect child support enforcement work Federal Tax information.

CLASSIFICATION: Non-Competitive (exempt from Civil Service Section 75)

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com