

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Department of Social Services
Director of Housing & Adult Protective Services

\$72,670 - \$88,816

DATED: February 4, 2026

LAST DAY FOR FILING: February 18, 2026

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving managing a division in the Department of Social Services that administers programs related to housing and adult protective services. The incumbent in this position is responsible for formulating policies and procedures in assigned program areas in accordance with State and Federal laws and rules, relative to standards and practices in service delivery. The work involves developing, implementing and coordinating programs to meet the mandates of State and Federal legislation. The incumbent is responsible for supervising the performance of subordinate staff, including their training and development through the use of supportive supervisory staff. The Director is also responsible for responding to or assisting with on-call needs. Work is performed under general supervision of the Commissioner of Social Service, and direct supervision of the Deputy Commissioner with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Formulates policies and procedures for assigned program areas in accordance with Federal, State and local guidelines, rules, laws and regulations;
- Develops, implements, and coordinates programs that would benefit housing or adult protective services, to meet the mandates of State and Federal legislation;
- Supervises the casework staff in administering and rendering services to promote the welfare of the client;
- Monitors and/or provides case conferences to casework staff as needed;
- Oversees casework correspondence and reports to ensure they are completed and current;
- Conducts individual and group conferences with casework staff;
- Establishes necessary control records for evaluating staff performance;
- Recommends staffing and funding requirements in connection with budget planning;
- Evaluates and reports on division program effectiveness, designing program modifications as need;
- Establishes and maintains cooperative relationships with other units and sections of the agency through administrative channels;
- Establishes and maintains cooperative relationships with community groups and other agencies in regard to assigned program areas;
- Responds to or assists with on call needs;
- Monitors and evaluates the effectiveness of housing placements and services, making adjustments to plans as necessary to meet clients' needs;
- Provides crisis intervention services as needed to address immediate housing or adult protective emergencies;
- Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of principles and practices of social casework and public welfare administration and ability to apply these in the performance of duties; good knowledge of federal, state and local public welfare laws and programs; good knowledge of techniques of case recording; ability to use PC or similar computer technology requiring multiple program type usages in the course of business; ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to social services; ability to plan and direct the work of others; ability to prepare clear and accurate records and reports; ability to establish and maintain successful relationships with people; ability to interpret the

goals of the agency; ability to present ideas clearly both orally and in writing; ability to provide administrative and direct supervision and leadership; ability to exercise good judgment, emotional maturity, resourcefulness, initiative, and tact; ability to be sensitive to the reactions of others.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Human Services, or a closely related field and three (3) years of full-time paid experience or its part-time equivalent providing support services to clients in a public or private agency in a supervisory capacity; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and four (4) years of full-time paid experience or its part-time equivalent providing support services to clients in a public or private agency, two (2) years which must have been in a supervisory capacity; or
- (c) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and six (6) years of experience as defined in (a) and (b) above; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

NOTES:

1. For purposes of qualifying for these titles a "human service field" includes social work, psychology, sociology, child and family studies.
2. Successful completion of coursework in human services, or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees may be substituted for the required experience with three (3) semester credit hours of related coursework as indicated above being equivalent to three (3) months of experience, up to half of the amount of non-supervisory experience required if such experience is not counted as part of the educational requirement. (Supervisory experience cannot be replaced by educational experience.)

SPECIAL REQUIREMENTS:

1. A valid New York State driver's license and acceptable driving record is required at time of appointment and must be maintained during employment; or must be able to satisfy the travel requirements of the position throughout employment.
2. Applicants will be required to undergo a New York State background check through the Justice Center and State Central Registry for child abuse and neglect to determine suitability for appointment. Failure to meet the standards for the background check may result in disqualification.

CLASSIFICATION: Competitive

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