

COMMISSIONER OF SOCIAL SERVICES

Warren County is seeking candidates for the position of Commissioner of Social Services.

The Commissioner position is a full-time position and responsible for administering public assistance and care as defined in the Social Services Law. The Commissioner must organize, direct and coordinate the work of the approximately 150 employees in the Social Services Department to achieve the effective and efficient operation of the multiple programs undertaken by the department including the Countryside Adult Home. Major objectives of the Commissioner and the department are to provide adequately for those unable to maintain themselves and to administer such care, treatment and services as may restore such persons to a condition of self-support.

Successful candidates will have comprehensive knowledge of the principles and practices relating to casework theory and public assistance administration; comprehensive knowledge of Federal, State and local public welfare laws and regulations; the ability to plan, direct, and coordinate the work of a substantial staff of subordinates; the ability to work well with other staff members and representatives of other agencies; and the ability to comprehend complex written instructions; initiative and resourcefulness.

Qualified candidates will have a bachelor's degree for a four year course of study and either: (a) Five years of satisfactory full-time paid experience in a health, education or social agency, three years of which must have been in a satisfactory administrative or supervisory capacity; OR (b) Five years of responsible full-time paid experience in an administrative or management position; where there is a responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions.

Salary will be commensurate with experience. Warren County provides eligible employees with a competitive benefit package.

Warren County residency required at the time of appointment.

For the full description of responsibilities and qualifications please see the job description below following this announcement.

For consideration please send cover letter, resume and completed county application (<http://www.co.warren.ny.us/civilservice/app.pdf>) to Jackie Figueroa, County Human Resources Director, Warren County Municipal Center, 1340 State Route 9, Lake George NY 12845 or figueroaj@warrencountyny.gov.

Warren County is an Equal Opportunity Employer.

COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering public assistance and care as defined in the Social Services Law. In discharging this responsibility the Commissioner must organize, direct and coordinate the work of all employees, both professional and non-professional, in the Social Services Department to achieve the effective and efficient operation of the multiple programs undertaken by the department. The Commissioner has complete control, subject to financial limitations imposed by the local legislative body and the NYS Office of Temporary and Disability Assistance (formerly the State Department of Social Services) (OTDA), over department operations and direction of personnel. Major objectives of the Commissioner and the department are to provide adequately for those unable to maintain themselves and to administer such care, treatment and service as may restore such persons to a condition of self-support. An additional objective is to provide service to those liable to become destitute. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Administers all phases of the social services program including planning, organizing, directing, and coordinating the work of various units of administration for efficient and effective operation;
- Oversees financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports to the local legislative body and state boards;
- Determines personnel requirements, and is responsible for the appointment of staff in compliance with state law and local civil service rules;
- Oversees the organization and administration of a comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources as well as the State's educational leave program;
- Cooperates with representatives of the NYS Office of Temporary and Disability Assistance in the operation and development of the local social services district program and directs the preparation and submission of required reports to OTDA;
- Plans and develops public relations for the social service district, and interprets the public welfare program to the community;
- Cooperates with other agencies, public or private, officials and citizens in planning and community service
- Oversees the maintenance and operation of a home or homes for the aging, children's shelters, infirmaries, and other institutions as indicated by the needs of the social services district.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices relating to casework theory and public assistance administration; comprehensive knowledge of Federal, State and local public welfare laws and regulations; ability to plan, direct, and coordinate the work of a substantial staff of subordinates; ability to work well with other staff members and representatives of other agencies; ability to comprehend complex written instructions; initiative and resourcefulness.

MINIMUM QUALIFICATIONS: Graduation from a recognized college or university with a bachelor's degree for a four year course of study and either:

(a) Five years of satisfactory full-time paid experience in a health, education or social agency, three years of which must have been in a satisfactory administrative or supervisory capacity; OR

(b) Five years of responsible full-time paid experience in an administrative or management position; where there is a responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions.

NOTE: 1. Each year of experience as a chief executive officer of a social services district, within six years immediately preceding the date on which he/she is appointed, shall be the equivalent of two years of the above prescribed experience.

2. 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 up to two years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed in (a) or (b) above.