



Human Resources & Civil Service

7 Court Street
County Office Building, Room 216
Belmont, New York 14813
Ph: (585) 268-9212

Career Opportunity

Deputy Commissioner of Social Services II

Salary \$27.80 ~ \$38.49/hr.

Allegany County is seeking qualified candidates for the position of Deputy Commissioner of Social Services II. This is a full-time position. Employment with Allegany County offers excellent benefits including affordable health insurance and membership in the New York State retirement plan.

This is a professional and administrative position involving responsibility for assisting the Commissioner of Social Services in the effective operation of the Department of Social Services. Its functions are performed under the general direction of the Commissioner, with substantial latitude for independent judgment. The work involves planning, implementing, directing, and evaluating temporary benefit and self-sufficiency programs of the Department, in accordance with applicable Federal, State and County policies and procedures. Supervision is exercised over Temporary Assistance, Medical Assistance, HEAP, Program Integrity, Food Stamps, Employment Program, Fiscal and Support Collection, Child & Family Services, Adult & Family Services, and related program personnel and support staff as assigned. The incumbent may act as the Commissioner of Social Services in the absence of the Commissioner and Deputy Commission of Social Services I. This position may also be assigned work involving the development of practice standards, coordination of inter- or intra-agency initiatives, or other related work as required.

Full Performance Knowledges, Skills, Abilities and Personal Characteristics: Thorough knowledge of Federal, State, and County laws and regulations relating to programs assigned to the Department, their relationship to public administration, and the ability to apply this knowledge in the performance of functions and duties; thorough knowledge of related benefit programs to include Social Security and Supplemental Security Income, Workers' Compensation, Unemployment Insurance, and Veterans Assistance; thorough knowledge of the programs and procedures of the agency good knowledge of the programs and procedures of related agencies; thorough knowledge of modern principles and practices relating to case management theory and public administration, and the ability to apply this knowledge in the performance of functions and duties; good knowledge of the principles and practices of supervision and the ability to apply them; good knowledge of program planning and evaluation techniques and the ability to apply them; good knowledge of process standards and the ability to ensure adherence to them; ability to coordinate and direct a variety of diverse activities; ability to interpret goals and implement actions which meet them; ability to train personnel; ability to communicate effectively; ability to establish and maintain effective working relationships; exercises sound judgment; is resourceful; exhibits tact and initiative; relates to others with sensitivity and emotional maturity.

Minimum Qualifications:

Open Competitive:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; and

A. Three years of satisfactory full-time paid experience in a health, education or social agency, two years of which must have been in a satisfactory administrative or supervisory capacity; or

B. Three years of responsible full-time 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.

Applying

Please submit a Civil Service application, resume, cover letter and references to:

Allegany County
Department of Human Resources & Civil Service
7 Court Street, Room 216
Belmont, NY 14813