

a great place to work

Alegany

COUNTY
New York

Now Seeking Qualified Candidates for: Commissioner of Social Services



about allegheny county

A great place to live.

Nestled in the foothills of the Allegheny Mountains, amidst a pastoral setting of rolling hills, lush valleys, and picturesque lakes and streams, you'll find a relaxed and unhurried way of life in Allegheny County.

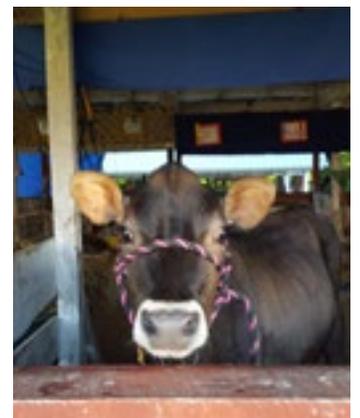
Allegheny County's low cost of living, abundance of affordable housing, safe and close-knit communities, and wide range of outdoor recreation activities for every season are some of the reasons nearly 47,000 residents proudly call Allegheny County their home. Located in Western New York's historic Southern Tier, Allegheny County isn't far from the major cities of the Northeast – just far enough to enjoy our natural beauty and avoid the traffic!

A great place to work.

Allegheny County offers excellent benefits, including membership in New York State's retirement plan. With three nationally-ranked colleges located within the county, there is no shortage of diverse educational opportunities available for those who seek to continue their education. Allegheny County is also home to major employers like ARVOS and Otis-Eastern.

County Government

The Allegheny County Legislature is made up of five districts, covering 1034 sq. miles, with each district electing three representatives to serve a four year term on the Board of Legislators. Allegheny County shares borders with Livingston County to the northeast, Steuben County to the east, Cattaraugus County to the west and Wyoming County to the northwest; and Potter County, PA to the southeast and McKean County, PA to the southwest.





Find Where You Belong in Allegany County.

Whether you're into tearing up the trails in an ATV at [Tall Pines ATV Park](#), floating the [Genesee River](#) in your kayak, making new friends at a [local craft brewery](#), or spending the weekend antiques or discovering unique treasures offered by our [local artisan community](#), there's plenty to explore, and plenty of good company, in Allegany County.

3 FARMER'S MARKETS



29 TOWNS / 10 VILLAGES



MEDIAN HOME VALUE : \$72,100



AVG. COMMUTE: 21 MINS



22 PUBLIC SCHOOL DISTRICTS
3 NATIONALLY-RANKED COLLEGES



4 SEASONS OF
OUTDOOR RECREATION





about the position

Position Overview

Allegany County is seeking qualified candidates for the position of Commissioner of Social Services pending an anticipated vacancy which is expected in the fall of 2019.

The work involves responsibility for administering a variety of programs such as children and family services, adult services, foster care, financial resources as well as others defined in the Social Services Law. As the chief administrator of the Department, the Commissioner must organize, direct and coordinate the work of all employees to ensure the effective and efficient operation of the Department's multiple programs. 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-sufficiency. Work is performed under the administrative direction of the County Board of Legislators.

The candidate must be a permanent resident of Allegany County within six months of appointment, as required by the New York State Public Officers Law.

This is a full-time position with an annual salary range commensurate with education and work experience. Employment with Allegany County offers excellent benefits including membership in the New York State retirement plan.





Typical Work Activities

- Implements State and Federal laws and rules in a local Department of Social Services by formulating local policies and procedures in accordance with the laws and rules and consistent with the needs of community;
- Administers all program phases of a Social Services Department by planning, organizing, directing, and coordinating the work of the various units of administration for efficient and effective operation;
- Prepares budgets, implements and maintains fiscal controls in accordance to State and Federal laws and rules and submits reports to the County Administrator, Board of Legislators and the State;
- 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 State Office of Children and Family Services and Office of Temporary and Disability Assistance in the operation and development of the local district program, and directs the preparation and submission of required reports to the State;
- Provides public relations with respect to social services programs by interpreting the laws and rules, which governs the local department programs;
- Cooperates with other agencies, public and private, officials and citizens in planning for community service;
- Responsible for the operation and maintenance of foster homes by developing and administering policies and procedures in operating such facilities that are consistent to State and Federal laws and rules;
- Prepares reports and analysis of agency operations by keeping abreast of the changes in social, economic, and legislative trends and the impact of such trends may have on service delivery in the future;
- Functions as member of the Corporate Compliance Committee and attends Quarterly Corporate Compliance Committee Meetings;
- Participates in investigations as needed.





about the position

Minimum Qualifications

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

(a) Five (5) years of satisfactory full-time paid experience in a health, education, or social agency, three (3) years of which must have been in a satisfactory administrative or supervisory capacity; OR

(b) Five (5) 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: Each year of experience as a chief executive officer of a public social services department of a public social services district, within six years immediately preceding the date on which he/she is appointed, shall be the equivalent of two (2) years of the above prescribed experience.

Post-graduate training, at a recognized college or university, in social work, public administration, hospital administration, educational administration or business administration, shall be equivalent, on a year-for-year basis up to two (2) years, of the above-prescribed experience. However, no such post-graduate training shall be the equivalent of the administration or supervisory experience prescribed in (a) above.

*The qualifications for this position are established by Social Services Law, and all appointments to the position of Commissioner of Social Services must be approved by the State Commissioner of Social Services.

Applying

Qualified candidates should submit a Civil Service application (no fee required), resume, list of references, and any applicable documentation no later than April 5, 2019 to:

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