



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

Scot Chamberlain, Director
40 McMaster Street, Ballston Spa NY 12020
www.saratogacountyny.gov
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Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.

PROMOTIONAL OPPORTUNITY

***“Commissioner of Social Services”
Saratoga County Department of Social Services***

SALARY: \$130,984 - \$170,027 (Depending on current grade/merit level)

This is a high level, appointed position, involving responsibility for administering public assistance and care as defined in NYS 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 Department of Social Services to achieve the effective and efficient operation of multiple programs undertaken and administered by the Department. The Commissioner has complete control, subject to financial limitations imposed by the local legislative body and the State Department of Social Services, over operations and direction of personnel. Major objectives of the Commissioner and the Department are to adequately provide for those individuals 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 give such service to those liable to become destitute as may prevent the necessity of their public charges. Does related work as required.

Typical Work Activities for this opportunity are... (*Illustrative Only)

- Administers all phases of the social services program, including planning, organizing, directing, and coordinating the work of the 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 requirement, 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 representative of the State Department of Social Services in the operation and development of the local social services district program and directs the preparation and submission of required reports to the state department;
- Plans and develops public relations for the social service district, and interprets the social services 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 adults, children's shelters, and other institutions as indicated by the needs of the social services district.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Required knowledge, skills, abilities and personal characteristics are...

A comprehensive knowledge of the principles and practices relating to casework theory and public assistance administration; comprehensive knowledge of Federal, State and local social services laws and regulations; ability to plan direct, and coordinate the work of substantial staff of subordinates; ability to work well with other staff member and representatives of other agencies; ability to comprehend complex written instructions; initiative and resourcefulness; physical condition commensurate with the demands of the position.

Minimum Qualifications: Must be a full-time, permanent employee in the Department of Social Services, with ...

Possession of a *Bachelor's Degree for a four-year course of study, **and either...**

- A) Six (6) years of full-time paid experience in a health, education or social agency, four (4) years of which must have been in a satisfactory administrative or supervisory capacity; **OR**
- B) Six (6) years of 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; **OR**
- C) Experience as local social service commissioner. 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.

NOTE: 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-to-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 clause (A) above.

*(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

Qualified candidates may submit their application and resume, by mail or in person as follows:

ATTN: Personnel Officer – Civil Service Division
Saratoga County Human Resources Department
40 McMaster Street
Ballston Spa, New York 12020

Applications will continue to be accepted until: *May 3, 2023*

Applications are required for consideration and are available in the Human Resources Office or on our website, www.saratogacountyny.gov and must be received in our office by end of business on date indicated above. Resume **MAY NOT** be substituted for Application. No Fax Submissions.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquires to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.