



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**

**[www.ontariocountyny.gov](http://www.ontariocountyny.gov) | (585) 396-4465**

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## **JOB POSTING NOTICE**

**TITLE:** [Deputy Commissioner of Social Services](#)

**DEPARTMENT:** Department of Social Services

**RATE OF PAY:** \$103,206/year with comprehensive benefits package including paid holidays, paid leave, 2% match to deferred compensation, full health and dental insurance, wellness program, EAP, professional development training, and NYS Retirement pension.

**TO APPLY:** Visit <https://ontario-portal.mycivilservice.com/> to apply.

**DEADLINE:** July 22, 2022

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Ontario County is currently seeking applicants to fill a Deputy Commissioner of Social Services vacancy. The successful candidate will be responsible for the Services division of the Department.

### **MINIMUM QUALIFICATIONS:**

- (A) **TRAINING:** Graduation from a recognized college or university with a Bachelor's Degree for a four-year course of study. **AND**
- (B) **EXPERIENCE:**
1. Six 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
  2. Six 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:** 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 (30 credit hours being equal to one year of experience).

However, no such post-graduate training shall be substituted for the administrative or supervisory experience prescribed in (B) (1) above.

### TYPICAL WORK ACTIVITIES:

Authorized by Law to act generally for and in place of the Commissioner of Social Services in his/her absence;  
Assists Commissioner in preparation of annual budget, maintenance of fiscal controls, and submission of financial reports to local legislative body and the State Department of Social Services;  
Assists Commissioner in recruitment and selection of personnel;  
Coordinates activities of the local department to meet its goals and objectives;  
Interprets Federal, State and local programs and advises the Commissioner of Social Services;  
Is responsible for and supervises the resources and resource management;  
Reviews and approves all assigned programs and related administrative expenses;  
Is responsible for program development and in formulation of program area(s) policies;  
Supervises the staff assigned to their specific division of operations and functions;  
Plans, reviews and coordinates all interaction with the local Information Services and all NYS technology;  
Makes feasibility studies of administrative changes to improve operations;  
Oversees and controls the agency's physical facilities, supplies and equipment related to assigned program area(s);  
Assists the Commissioner in carrying out specialized services in the department;  
Prepares activity reports;  
Assists the Commissioner in the public relation aspects of the program area(s) and in interpreting the work of the local department to the community;  
Is responsible for initiating and monitoring all assigned program area(s) contracts;  
Analyzes economic trends, federal and state mandates, federal and state budgets and advises Commissioner of local impacts.

### QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

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