



Ontario County Department of Human Resources  
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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

**SPECIAL NOTE:** This position has been created to allow the incumbent to shadow the current Commissioner of Social Services before her retirement. Applicant must meet the qualifications of the Commissioner of Social Services at time of appointment as it is the intent, that the candidate selected for this Deputy Commissioner position will be appointed to the Commissioner position upon her retirement in the Spring of 2025. Anticipated start date November 4, 2024.

**RATE OF PAY:** 2024 Starting Salary for Deputy Commissioner--\$113,784/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 complete application and upload a letter of interest and resume as a PDF.

**RESIDENCY:** Ontario County residency required within 12 months of appointment.

**DEADLINE:** August 2, 2024

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**MINIMUM QUALIFICATIONS To Be APPOINTED COMMISSIONER (per Social Services Law §116 (1) and 18 N.Y.C.R.R 679.6, Group IV district):**

(A) **EDUCATION:** Graduation from a recognized college or university with a Bachelor's Degree for a four-year course of study. AND

(B) **EXPERIENCE:**

1. Seven years of satisfactory full-time paid experience in a health, education, or social agency, five years of which must have been in a satisfactory administrative or supervisory capacity.

OR

2. Seven 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.

ADDITIONAL 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.

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.

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