



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.co.ontario.ny.us ~ ~ (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 OPENING NOTICE

JOB POSTING #: _____ **POSTING DATE*:** FROM: _____ TO: _____

JOB TITLE: _____

RATE OF PAY: _____

LOCATION: _____

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

APPLICATION DEADLINE / LAST FILING DATE*: _____

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Rev. 7/22/2020

DEPUTY COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Social Services and with wide latitude for independent action and judgement, an incumbent of this position is responsible for the overall administrative planning, organization, management and development of assigned program area(s) of the department; and for implementing, monitoring and control functions to ensure the delivery and receipt of services in accordance with departmental policies and objectives, and in compliance with governmental regulations. An incumbent of this class, as a member of the top level executive staff, develops and implements departmental policies and programmatic and procedural objectives for efficient and effective management consistent with the goals and philosophy of the Commissioner and the department's mission. An incumbent in this position may act as Commissioner in his/her absence regarding issues in their assigned program area(s).

TYPICAL WORK ACTIVITIES: (Illustrative only)

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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DEPUTY COMMISSIONER OF SOCIAL SERVICES

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of modern business administration, public personnel and budgetary practices and procedures; ability to respond to and understand the Laws and Regulations affecting Social Services activities; ability to plan and direct the work of others; ability to train and supervise employees in various methods and procedures; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to prepare, analyze and evaluate reports; administrative ability; resourcefulness in handling administration problems; ability to accept and complete directions of the Commissioner; tact and courtesy, good judgment; emotional maturity; sensitivity to the reactions of others; physical condition commensurate with the demands of the position.

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.

REVISED: NOVEMBER 19, 2001, 9/1/2016

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE, (* Policy Influencing/Confidential)