



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

JOB POSTING #: 25-029 POSTING DATE*: FROM: 4/3/25 TO: 4/30/25

JOB TITLE: Deputy County Administrator

2025 RATE OF PAY: \$141,258/yr

LOCATION: Ontario County, County Administrator

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

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.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Master's Degree in Public Administration, Business Administration, Political Science, Human Resources, Finance, or a closely related field and four (4) years of full time paid professional experience in a large and complex organization; OR
2. Possession of a Bachelor's Degree in Public Administration, Business Administration, Political Science, Human Resources, Finance or a closely related field and six (6) years of full time paid professional experience in a large and complex organization; OR
3. A combination of training and experience as defined by the limits of numbers (1) and (2) above.

SUBSTITUTION: Possession of a Juris Doctorate may be substituted for the specified Master's Degree.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. 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.

SPECIAL REQUIREMENT: In accordance with NYS Public Officers Law Article 2, Section 3, and Local Law # 10 of 2023, the Deputy County Administrator must be a resident of Ontario County.

APPLICATION DEADLINE / LAST FILING DATE*: 4/30/25

* 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.

DEPUTY COUNTY ADMINISTRATOR

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.

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Master's Degree in Public Administration, Business Administration, Political Science, Human Resources, Finance, or a closely related field and four (4) years of full time paid professional experience in a large and complex organization; OR
2. Possession of a Bachelor's Degree in Public Administration, Business Administration, Political Science, Human Resources, Finance or a closely related field and six (6) years of full time paid professional experience in a large and complex organization; OR
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DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for assisting in the overall management and operations of county government, including participation in directing, managing and implementing the policies of governmental administration. Employees in this class work under the general direction of the County Administrator who is available for consultation on complex problems. Supervision is exercised over the work of assigned employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the County Administrator In:

Directing the activities of various departments within county government;

Participating in meetings, committees and service teams;

Overseeing day-to-day operations of 1,000 employee organization;

Participating in the preparation of the annual budget;

May be required to directly supervise a County department;

Assumes major administrative functions as determined and directed by the County Administrator;

Undertakes research and analysis of policy issues under consideration by the County and prepares recommendations;

Assists the County Administrator in implementing the goals and objectives of the County Board of Supervisors;

Reports to the County Board of Supervisors upon direction by the County Administrator;

Acts in place of the County Administrator in his/her absence.

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DEPUTY COUNTY ADMINISTRATOR

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of Federal, State and Local Government Laws and regulations;
Good knowledge of the principles and practices of governmental administration;
Ability to plan and direct the work of a large staff; working knowledge of financial management including budget oversight;
Good knowledge of the problems facing local governmental municipalities;
Ability to prepare clear and concise written and oral reports;
Ability to evaluate an issue, conduct necessary research and develop alternative solutions;
Dependability; initiative; resourcefulness;
Physical condition commensurate with the demands of the position.

REVISED: November 19, 2001; September 2, 2014; December 30, 2021; 12/4/24; 3/20/25
CIVIL SERVICE CLASSIFICATION: EXEMPT
JURISDICTION: ONTARIO COUNTY
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES