

JOB OPPORTUNITY



WYOMING COUNTY DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE

PLEASE POST CONSPICUOUSLY

WYOMING COUNTY DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE ANNOUNCES AN OPEN
NON-COMPETITIVE POSITION FOR

COMMISSIONER OF SOCIAL SERVICES: DEPARTMENT OF SOCIAL SERVICES

HOURS: 35 hours per week

SALARY: Salary based on experience

LOCATION: Wyoming County Department of Social Services
P.O. BOX 231, Warsaw, New York 14569

DISTINGUISHING FEATURES OF THE CLASS: The Commissioner of Social Services is responsible for administering a variety of programs such as children and family services, adult services, foster care, financial resources as well as other defined in the Social Services Law. As the Chief Administrator of the Department, the Commissioner must organize, direct and coordinate the work of all employees, both professional and non-professional, to ensure the effective and efficient operation of the Department's multiple programs. The Commissioner has complete control, subject to financial limitations imposed by the County Board of Supervisor's, over Department operations and direction of personnel. Major observations of the Commissioner and the Department are to provide adequately for those unable to maintain themselves and to administer such care, treatment and service as may restore such persons to a condition of self-sufficiency. The work is performed under the administrative direction of the Board of Supervisors. Will perform related work as required.

MINIMUM QUALIFICATIONS: Graduation from a recognized college or university with a Bachelor's Degree in Public Health, Human Services, Social Work or a related field, and EITHER:

- A. Ten (10) years of satisfactory full-time paid experience in a health, education, or social agency; four (4) years of which must have been in a satisfactory supervisory capacity; OR
- B. Ten (10) years of significant and responsible full-time paid experience in a 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: Experience as a local social services commissioner. Each year of experience as a chief executive officer of a social services district, within six years immediately preceding the date on which they are appointed, shall be the equivalent of two years of the above prescribed experience.

COMPETITIVE

WYOMING COUNTY RESIDENTS MAY BE GIVEN FIRST PREFERENCE.

Wyoming County is an Equal Opportunity Employer

NOTE: Post-graduate training. Post-graduate training, at a recognized college or university, in social work, public administration, hospital administration, education administration, or business administration, shall be the equivalent, on a year for 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 paragraph (1) of subdivision (b) of this section.

APPLICATION DEADLINE: All applications should be filed by 5:00 p.m. on 03/07/2025 in order to ensure consideration for the position sought.

ISSUED: 02/03/2025

NOTES:

1. Candidates MUST submit a copy of transcripts showing degree area and date degree conferred with application.
2. Degree(s) 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 the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

NOTICE: *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 your inquiries to the Human Resources Office.*

APPLICATIONS: Applications are available on our website: <https://www.wyomingco.net/FormCenter/Human-Resources-48/Application-for-Employment-190>, or the Human Resources Office: 338 North Main Street, Warsaw, NY 14569.

Please note that your application will **NOT** be forwarded to the hiring manager until we have received the following information: Civil Service Application and any supporting documentation; such as licenses, high school diploma, certificates, Associate's or Bachelor's degree, etc. Applications can be found on our website at <https://www.wyomingco.net/165/Applications-Forms>. You can complete your application online at the follow link: <https://www.wyomingco.net/FormCenter/Human-Resources-48/Application-for-Employment-190>. If you have any questions, or would like to email your application and additional documents please contact jschmidt@wyomingcountyny.gov or 585-786-8830.