



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Deputy Commissioner of Social Services #1219

PAY RATE: \$72,335/Yr - \$93,275/Yr

DEPARTMENT/DIVISION: Administration

WORK LOCATION: NCDSS/NF & Lkpt

STATUS: Permanent

DESCRIPTION: This is primarily an administrative position involving responsibility for the day-to-day operation of a County Social Services Department within the framework of the Social Service Law, Rules and Regulations, and administrative policies established by the Commissioner. A Deputy Commissioner must effectively coordinate the various functions of the department such as social services, eligibility determination, validation, staff development and business management. In the absence of the Commissioner, a Deputy has complete charge of department operations and direction of personnel. Assists the Commissioner with the overall administration of a local social services district. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State accepted college or university with a Bachelor's Degree;

AND: 1. Five (5) years of satisfactory full-time paid experience in a health, education or social agency, three (3) years of which must have been in a satisfactory administrative or supervisory capacity;

OR: 2. Five (5) 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: Each year of experience as a chief executive officer or deputy of a public welfare department or public welfare district within six (6) years immediately preceding the date on which he/she is appointed, shall be the equivalent of two (2) years of the above prescribed experience

CONTINUED

DATE POSTED: **05/2/2020** DEADLINE: **06/09/2020**

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

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Niagara County is an Equal Opportunity Employer