

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Department of Social Services is in search of:

Deputy Commissioner of Social Services

Salary: \$92,526 - \$114,668 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

An employee in this class performs supervisory and general administrative duties in assisting the Commissioner of Social Services in the overall operation and the day-to-day functioning of the Social Services Department. The incumbent must effectively coordinate those department functions for which he/she has assigned responsibility. Work is performed under the general supervision of the Commissioner of Social Services with latitude to exercise ~~of~~ independent judgment. In the absence of the Commissioner, the incumbent has complete charge of all department operations and personnel. General supervision is exercised over agency personnel. Performs related work as required.

MINIMUM QUALIFICATIONS:

- A) Training/Education
Graduation from a recognized college or university with a Bachelor's Degree for four-year course of study, and
- B) Experience
- 1) Five years of satisfactory full-time paid experience in a health, education, or social agency, three years of which must have been in a satisfactory administrative or supervisory capacity; **or**
 - 2) Five 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.
- C) Equivalent combination of training/education and experience as defined by the limits of (a) and (b) above

NOTE: Experience as 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 he is appointed, shall be the equivalent of two years of the above prescribed experience.
(Local social services commissioner includes any title by which the chief executive officer of the social services department of a social services district is referred to, who is charged with the responsibility of administering public assistance and care as defined in the Social Services Law)

Post-graduate training/education. Post graduate training/education, 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. However, no such post-graduate training/education shall be the equivalent of the administrative or supervisory experience prescribed in paragraph (1) of subdivision (b) above.

Applications accepted until the position is filled.

You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website, <https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources (315)379-2210.

Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
AA/EEO

Posted: 09/09/2024