



## OSWEGO COUNTY COMMISSIONER OF SOCIAL SERVICES

Oswego County is seeking candidates for Commissioner of Social Services. The incumbent will serve as the chief executive officer in the County Social Services Department and is responsible for administering public assistance and care as defined by Social Services Law. The Commissioner is a key leader directing the cooperative efforts of citizens, other agencies, and officials towards a common goal in planning for community services. This requires oversight of the daily operations including supervision of 300+ employees with an annual operating budget of more than 82 million dollars. The incumbent reports to the County Administrator and is responsive to the direction of a 25-member County Legislature.

**Qualifications:** Graduation from a recognized college or university with a bachelor's degree from a four (4) year course of study and either six (6) 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 administrative or supervisory capacity, **OR** six (6) 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:** 1) Each year of experience as a chief executive officer of a public welfare department of a social services district, within six (6) years immediately preceding the date on which candidate is appointed, shall be the equivalent of two (2) years of the above prescribed experience; 2) Post-graduate training, at a recognized college or university, in social work, public administration, hospital administration, educational administration or business administration, shall be equivalent, on a year-for-year basis up to two (2) years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed above.

**Starting Salary:** \$93,817. Salary negotiable to be commensurate with experience and qualifications. Oswego County offers a competitive benefit package including: health insurance, life insurance, and NYS retirement. Candidates may be eligible for the Public Service Loan Forgiveness program.

**To Apply:** Review of applications will begin on March 22, 2024 and continue until the position is filled. Visit our website to complete an online application or submit a paper application to the address below. Please include a resume and cover letter with your application.

Oswego County Human Resources Department  
46 East Bridge Street  
Oswego, New York 13126  
(315) 349-8209 Fax: (315) 349-8254  
Email: [humanresources@oswegocounty.com](mailto:humanresources@oswegocounty.com)  
Web: [www.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)

AA/EEO EMPLOYER



## COMMISSIONER OF SOCIAL SERVICES

# OSWEGO COUNTY

### *The Position*

The Commissioner of Social Services is the chief executive officer in the County Social Services Department responsible for administering public assistance and care as defined by Social Services Law. The Commissioner is a key leader directing the cooperative efforts of citizens, other agencies, and officials towards a common goal in planning for community services. This requires oversight of the daily operations including supervision of 300+ employees with an annual operating budget of more than 82 million dollars. The incumbent reports to the County Administrator and is responsive to the direction of a 25-member County Legislature.

#### **Primary responsibilities include:**

- all phases of the social services program, including planning, organizing, directing, and coordinating the work of the various units of administration for efficient and effective operation;
- financial planning, including preparation of budgets, maintenance of fiscal controls, and submission of required reports to the local legislative body and state board;
- determination of personnel requirements and the appointment of staff in compliance with state law and local civil service rules;
- oversight of the organization and administration of a comprehensive and effective staff development program, including in-service training;
- cooperation with representatives of the state welfare program in the operation and development of the local welfare district program;
- public relations of the welfare district and for the interpretation of the public welfare program to the community;
- collaboration with other agencies, public and private, officials, and citizens in planning for community services;
- maintenance and operation of a home or homes for the aging, children's shelters, and/or infirmaries as dictated by needs of the district.

Competitive salary and benefits provided commensurate with education and experience. Salary range starts at \$93,817

### **Our Commitment**

The Oswego County Department of Social Services maintains a diverse structure of programs and services to meet a broad spectrum of needs.

Our goal is to empower individuals to gain lasting self sufficiency. We are committed to providing economic, medical, and rehabilitative assistance and to protect the rights of those who are unable to protect themselves.

Multiple services and support for individuals and families are found under:

- Adult & Family Services
- Medical Assistance—Medicaid
- Temporary Assistance & Work Support Programs
- Mental Hygiene
- Child Support Enforcement



## Our Community

Located on the southeastern shore of Lake Ontario, Oswego County is a great place to visit, raise a family, and do business.

You'll find friendly cities, towns and villages, thriving downtowns, convenient and well-maintained highways, four seasons of outdoor recreation, incredible fishing, pristine shoreline and wilderness areas, historic places that celebrate our nation's heritage, great schools and a state university, generations of family farms and hard-working citizens who are proud of their community!

By wheel, water or foot, each season offers a chance to explore Oswego County's beautiful natural resources. From birding to boating and sledding to scuba diving, Oswego County proves appealing during any kind of weather, all year round. Take a hike, grab a paddle or fire up the ATV. Find out what makes Oswego County's outdoors great at <https://visitoswegocounty.com>.



## Directions

Interstate Route 81 runs north and south through the county, and intersects with east/west I-90, the New York State Thruway, just south of Oswego County. Scenic U.S Route 11 runs north and south near I-81. Travel scenic State Route 104 from the west or 49, 69 and 13 from points East.



## Dear Colleague-

Oswego County is currently seeking a Commissioner of Social Services. I hope you will review the position requirements and consider whether you, or a professional you know, might be interested in exploring this leadership opportunity. Oswego County is an equal opportunity/affirmative action employer and we encourage all qualified candidates to apply.

Thank you,

*Julie Bell, Director of Human Resources*



# Minimum Qualifications for Commissioner of Social Services



Graduation from a recognized college or university with a bachelor's degree from a four (4) year course of study and either six (6) 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 administrative or supervisory capacity, OR six (6) 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:** 1) Each year of experience as a chief executive officer of a public welfare department of a social services district, within six (6) years immediately preceding the date on which candidate is appointed, shall be the equivalent of two (2) years of the above prescribed experience; 2) Post-graduate training, at a recognized college or university, in social work, public administration, hospital administration, educational administration or business administration, shall be equivalent, on a year-for-year basis up to two (2) years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed above.

Preference may be given to candidates with a strong background in NYS social services finance and claiming, social service policy and law, and organizational reform.

## How to Apply



Application review will begin **March 22, 2024** and continue until the position is filled.

View the on-line posting at: [oswegocounty.com/civilservice](https://oswegocounty.com/civilservice) or scan the QR code

Complete your application online or forward a completed Oswego County Application

for Employment or Examination, letter of interest, and resumé to:

Oswego County Human Resources, 46 East Bridge Street, Oswego, NY 13126

Or email: [humanresources@oswegocounty.com](mailto:humanresources@oswegocounty.com)

Photo of Oswego County Department of Social Services

