



DANIEL P. MCCOY
COUNTY EXECUTIVE

ERIN M. STACHEWICZ
COMMISSIONER

COUNTY OF ALBANY
DEPARTMENT OF SOCIAL SERVICES
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210-2304
PHONE (518) 447-7300
WWW.ALBANYCOUNTYNY.GOV

TYRELL L. GLADDEN
EXECUTIVE DEPUTY
COMMISSIONER

Department: Albany County Department of Social Services
Open Title: **Deputy Commissioner**
Salary: Full Time - \$109,071
Deadline: Applications will be accepted until position filled
Location: 162 Washington Avenue, Albany NY 12210

Albany County Department of Social Services is seeking candidates for the position of Deputy Commissioner. This is an administrative position involving responsibility for the direction, planning, organization and operational activities of a county social services department, all within the framework of the social services law, rules and regulations. Working under the direction of the Commissioner, the Deputy Commissioner will effectively coordinate the various functions of the Department such as eligibility programs, child support enforcement and adult services, operations, human resources, staff development, employer and employee relations, business management and community relations. In the absence of the Commissioner and Executive Deputy Commissioner, the Deputy will have complete charge of the department and direction of personnel.

MINIMUM QUALIFICATIONS: EITHER:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and either:

- A. Six (6) years of full-time paid experience in an accounting, health, education or social services agency, four (4) years of which must have been in an administrative or supervisory capacity; OR,
- B. Six (6) years of full-time paid experience in an administrative or managerial position in which there was 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 the Chief Executive Officer of a social services district gained within the six years immediately preceding the date of appointment shall be the equivalent of two years of the above experience.
- 2. Post graduate study in a regionally accredited or New York State registered college or university in social work, public administration, hospital administration, educational administration or business administration may be substituted on a year for year basis for up to two years of the above experience. (No such post graduate training however shall be substituted for any of the three years of administrative or supervisory experience required in A and B above.)

SPECIAL REQUIREMENT: At time of appointment and throughout employment:

1. Possession of a valid New York State driver's license.

To Apply: Please submit a cover letter that addresses qualifications, leadership experience and commitment to providing equitable and inclusive social services in a diverse community; a County of Albany Employment Application ([Employment Application](#)) and updated resume to: Elizabeth.Lyons@AlbanyCountyNY.gov . **Please also include a copy of your college transcripts or college diploma and three (3) professional references (name, phone number and relationship to you).**

Schedule:

Monday to Friday 8:30am -4:30pm

Benefits:

- Health Insurance
- Dental & Vision Insurance
- Employee Assistance Program
- Flexible Spending Account
- Life Insurance
- Paid Time Off
- NYS Retirement System Benefit
- Tuition Reimbursement

Albany County is an Equal Opportunity Employer

DEPUTY COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is primarily an administrative position involving responsibility for the direction, planning, organization and operational activities of a county social services department within the framework of the social services law, rules and regulations and policies established by the Commissioner. A Deputy Commissioner works under the direction of the Commissioner and must effectively coordinate the various functions of the Department such as programs and services, operations, human resources, staff development, employer and employee relations, business management and community relations. In the absence of the Commissioner and Executive Deputy Commissioner, a designated Deputy has complete charge of the department and direction of personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Advises and assists the Commissioner in the formulation of departmental policies, plans and programs in the services, human resources, operations and/or other functional areas to assure they are in compliance with laws, rules and regulations set forth by New York State and the Federal government;
- May oversee contracts and departmental contracting activities;
- Oversees the development, implementation and quality assurance for assigned program or service areas;
- Provides the Commissioner with technical advice regarding the implementation of process and operational changes;
- Identify and address operational problems, advising and consulting with the Commissioner on developing standard operating procedures and corrective actions;
- Works with departmental personnel in developing programs and in formulating policies and protocol;
- May oversee personnel, human resources, staff development and training activities of the department;
- Oversee the development and administration of operational activities such as internal protocols and procedures, disciplinary documentation, building maintenance and internal controls for equipment and supplies;
- Assists in public relations activities and in interpreting the Department's policies to the community.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of Federal, State and local public welfare laws, rules and regulations;
- Comprehensive knowledge of modern principles and practices of business management and Public Welfare Administration;
- Good knowledge of labor and personnel relations and human resources law and protocol;
- Working knowledge of civil service law;
- Ability to plan and direct the work of others;
- Ability to plan, coordinate and supervise a wide variety of management activities on a large scale;
- Ability to prepare complex written and oral reports clearly and concisely;
- Data management and reporting ability;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ingenuity and resourcefulness in solving administrative problems;
- Good judgment and decision making ability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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- C. Six (6) years of full-time paid experience in an accounting, health, education or social services agency, four (4) years of which must have been in an administrative or supervisory capacity; OR,
- D. Six (6) years of full-time paid experience in an administrative or managerial position in which there was responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions.

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Juris. Class: Non-Competitive/Policy Influencing

Adopted: 11/17/88, Reviewed and readopted by ACCS resolution on 2/10/11

Revised: 07/05, 01/13, /16