**DIRECTOR OF PROGRAMS: DEPARTMENT OF SOCIAL SERVICES**

**HOURS:** 35 hours per week **SALARY RANGE:** $64,492-$74,764 per year

**LOCATION:** Wyoming County Department of Social Services

P.O. BOX 231, Warsaw, New York 14569

**DISTINGUISHING FEATURES OF THE CLASS:** The Director of Programs is an administrative, supervisory position over several work groups withing the Department of Social Services, with responsibility for directing and motivating staff, managing caseloads and providing guidance in policies, procedures and legal requirements regarding applicable laws. The work involves responsibility for direction and oversight of operations in the department that administer and regulate eligibility assistance programs, which includes SNAP, HEAP, Temporary Assistance, Employment, Daycare, Medicaid, Child Support and Fraud units. The work includes, but is not limited to, establishing policies and procedures in accordance with State and Federal laws and rules, relative to eligibility requirements for various social services programs and the maintenance of cooperative relationships with other divisions in the department, the NYS Office of Child Support Enforcement, Office of Temporary & Disability Assistance, Office of Children and Family Services, Department of Health, Family Court, law enforcement agencies and other public and private agencies. Work is performed under the general supervision of the Commissioner of Social Services with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. The position oversees the direct supervision over the Supervisors of each unit, in addition to direct supervision over the fraud unit and back-up direct supervision of the child support unit. In absence of the Commissioner, shall have complete charge of local department operations and direction of personnel. Does related work as required.

**MINIMUM QUALIFICATIONS**:

1. Possession of a Bachelor’s degree and four (4) years of experience determining eligibility for programs in a social services department, two (2) of which must have been in a supervisory capacity; OR
2. Possession of an Associate’s degree and six (6) years of experience as defined in (A), including two (2) years of experience in a supervisory capacity; OR
3. Eight (8) years of paraprofessional or professional level experience, or its part time equivalent, six (6) years of which must have been professional level experience as described above in (A), four (4) years of which must have been in a supervisory capacity involving the delivery of services, determination of eligibility or administration of a social services program; OR
4. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**APPLICATION DEADLINE**: Applications from County employees must be filed by 5:00 p.m. on 07/07/2025. All other applications received from people not currently employed by the County should be filed by 5:00 p.m. on 07/14/2025 in order to ensure consideration for the position sought. Position will remain posted until filled.

ISSUED: 06/27/2025

**\*\*\*PENDING ALL BOARD APPROVALS\*\*\***

**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.*

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 listed in the minimum qualifications; such as licenses, high school diploma, certificates, Associate’s or Bachelor’s degree, etc. Applications can be found on our website at <https://www.wyomingcountyny.gov/165/Applications-Forms>. You can complete your application online at the follow link: <https://www.wyomingcountyny.gov/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](mailto:jschmidt@wyomingcountyny.gov) or 585-786-8830.