



CAREER OPPORTUNITY

Chemung County is actively seeking a Commissioner of Human Services

Benefits package including generous paid time off, and membership in the NYS Employees Retirement System

Compensation Commensurate with experience

DATE:	March 6, 2024
SCHEDULE:	Monday through Friday, with willingness to attend evening meetings and events
SALARY:	\$102,248 - \$130,949 annually, permanent full time position

Typical work activities for the Commissioner of Human Services: (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Manages all phases of the social services and mental health programs including planning, organizing, directing and coordinating the work of the various divisions within the department;
- Oversees financial planning, including preparation of budgets, maintenance of fiscal controls, and submission of required reports to the local legislative body and State boards;
- Reports to the local legislative committee on the activities of the Departments of Social Services and Community Mental Health Services;
- Determines personnel requirements and appoints staff in compliance with State laws and local Civil Service rules;
- Oversees the organization and administration of a comprehensive and effective staff development program, including in-service training;
- Interprets the public welfare system and mental health services provided to the community and oversees public relations regarding programs;
- Works with other public and private agencies, officials, and citizens to plan for community services.

MINIMUM QUALIFICATIONS:	<p>A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master’s Degree in Human Services, Community Services Administration, Public Administration, Education or a closely related field AND five (5) years of experience in a governmental mental health, social services or educational agency, three (3) years of which must have been in an administrative or supervisory capacity; OR</p> <p>B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a bachelor’s degree in Human Services, Community Services Administration, Public Administration, Education or a closely related field AND seven (7) years of experience in a governmental mental health, social services or educational agency, three (3) years of which must have been in an administrative or supervisory capacity.</p>
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APPLICATIONS:	<p>Chemung County Executive’s Office 203 Lake Street Elmira, NY 14901 Apply at: www.ChemungCountyNY.gov/Apply</p>
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