

Jurisdictional Class: Non-Competitive  
EEO Category: Officials/Administrators  
Revised: 01/16/2020

## **COMMISSIONER OF SOCIAL SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general supervision of the County Executive, this position is responsible for the administration and execution of all public assistance programs in accordance with Federal, State and County laws and regulations. The incumbent is responsible for organizing, planning and managing the entire operation and administration of the Department of Family and Community Services and has ultimate responsibility for the administration, delivery and control of multimillion dollar expenditures in departmental operations and public benefits while assuring the effective and efficient delivery of benefits and services to the eligible public. This position entails the highest level of judgment, decision making and executive responsibility in order to effectively direct and administer a wide range of social programs within Oneida County using the full resources of the Department. Appointments to this position are made by the County Executive with the approval of the Board of Legislators and serve a term of five years in accordance with N.Y. State Social Services Law. Supervision is exercised over an extensive number of professional, administrative and clerical staff. Incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Oversees all phases of the public welfare program, including planning, organizing, directing and coordinating the work of the various units of administration for efficient and effective operation;

Directs the financial planning, including preparation of budgets, maintenance of fiscal controls, and submission of required reports to the local legislative body and the State;

Directs the development and implementation of departmental programs, policies and procedures;

Determines personnel requirements and appoints staff in compliance with State law and local civil service rules;

Oversees the organization and administration of a comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources, as well as, the State's educational leave program;

Directs the public relations program of the Department;

Cooperates with other agencies, public and private, officials and citizens in planning for community service.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of modern principles and practices of social case work and public welfare administration; thorough knowledge of Federal, State and local public welfare laws, rules and regulations; thorough knowledge of the social and economic conditions of the County; thorough knowledge of modern principles and practices of public administration; ability to plan, coordinate, and supervise a wide variety of services activities on a large scale; ability to compile, analyze, and interpret

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS cont'd:** statistical data; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to meet, speak and work effectively with public officials, professional personnel and the general public; initiative; resourcefulness; sound professional judgment; tact; physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** eight (8) years of experience in a health, education or social services agency; four (4) years of which must have been in an administrative or supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** eight (8) years of 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 a chief executive officer of a social services district, within six years immediately preceding the date on which he/she 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/business administration, hospital administration, or educational administration shall be the 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, as listed in (A) above.
- 3. Applicant must be approved by the State Commissioner of Social Services prior to appointment.

Title change from "Commissioner of Public Welfare": 04/10/1974

Adopted: 03/03/1966

Revised: 01/29/1982; 06/26/1990; 03/29/1996; 03/30/2006; 12/04/2017; 01/16/2020