



# Department of Human Resources & Civil Service

Job Announcement  
Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

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**TITLE:**                   **COMMISSIONER OF HUMAN SERVICES**

**SALARY:**                \$118,662 - \$148,373 annually

**LOCATION:**             Monroe County Department of Human Services

**JOB SUMMARY:**

This is an administrative position responsible for directing the operations of the Department of Human Services which consists of the divisions of Child and Family Services, Special Children's Services, Financial Assistance, Office for the Aging, the Youth Bureau, Office of Mental Health, Adult-Older Adult Services, the Children's Center, Social Services programs and other special programs and services. The Director is responsible for coordinating the functions of all professional, technical and related staff. In accordance with Section 131 of the Social Welfare Law, it shall be the duty of the incumbent to provide adequately for those unable to maintain themselves. The appointment is for a five-year term. Administrative direction is received from the County Executive. General supervision is exercised over division administrators. Does related work as required.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus six (6) years paid full time or its part time equivalent experience in a health, education or social service agency, four (4) 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 plus six (6) years paid full-time or its part time equivalent experience in 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:** Post-graduate training at a regionally accredited or New York State registered college or university in social work, public administration, hospital administration, educational administration, or business administration may substitute on a year-for-year basis up to two years for the experience listed in (A) or (B). No such graduate training shall be the equivalent of the administrative or supervisory experience prescribed in (A) above.

**NOTE:** Each year of experience as a chief executive officer of a social services district is equivalent to two years of the experience listed in (A) or (B) above. The experience must have been obtained within six years immediately preceding the date of appointment.

**Qualification source is 18 NYCRR Park 679.10 in the department regulations, Section 17 Social Services Law.**

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES  
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B  
ROCHESTER, NY 14620

**Posting Date:** February 7, 2020

**Posting Deadline:** February 24, 2020