



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: DEPUTY COMMISSIONER, DEPARTMENT OF HUMAN SERVICES

SALARY: \$89,911 - \$113,782 annually

LOCATION: Monroe County Department of Human Services

JOB SUMMARY:

This is an administrative position responsible for the effective and efficient operation of the various divisions within the Department of Human Services, with particularly emphasis on the Child and Family Services division. Duties involve responsibility to ensure collaborative working relationships with clients and community partners. The employee reports directly to, and works under the general supervision of, the Commissioner of Human Services with wide latitude for the exercise of independent judgment. 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 five (5) years paid full-time or its part-time equivalent experience in a health, education or social service agency, three (3) 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 five (5) years paid full-time or its part-time equivalent experience in an 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.

NOTES:

Post-graduation training at a recognized college or university in social work, public administration, hospital administration, educational administration or business administration shall be the equivalent, on a year-for-year basis, up to two (2) years, of the equivalent of the experience prescribed in (A) or (B) above. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed in (A) above.

Each year of experience as a chief executive officer of a social services district is equivalent to two (2) years of the above prescribed experience. The experience must have been obtained within six (6) years immediately preceding the date of appointment.

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

CHARACTERISTICS OF THE IDEAL CANDIDATE:

The ideal candidate will possess a Master's Degree in Social Work plus five (5) years' experience in child welfare casework and five (5) years' administrative level experience in a New York State social services district, or a large not-for-profit provider of child protective services.

He/she will have a clear understanding of Social Services Law and the Family Court Act pertaining to Child Welfare, including experience directly in Child Protective Services, Foster Care, and Preventive Services practice and Administration. He/she will be versed in New York State statute and Child Welfare regulations and skilled at utilizing Child Welfare systems such as New York State Connections.

The ideal candidate will be able to identify operational efficiencies and deficiencies, and recommend solutions within current allocated resources, and exhibit leadership characteristics that are collaborative, high energy and able to build trust and inspire a work force faced with challenging duties.

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 RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: May 31, 2018

Posting Deadline: Until filled