

# ***NOTICE OF VACANCY***

**DEPARTMENT:** ONEIDA COUNTY DEPARTMENT OF SOCIAL SERVICES

**TITLE:** DEPUTY COMMISSIONER OF SOCIAL SERVICES

**GRADE/SALARY plus EXCELLENT BENEFITS:** 42M – \$55,576 - \$60,151

**THIS IS A NON-COMPETITIVE CIVIL SERVICE POSITION.**

**DISTINGUISHING FEATURES OF THE CLASS:** This administrative position involves responsibility for assisting the Commissioner in administering public assistance and care, as defined in the New York State Social Services Law. The incumbent may have agency-wide responsibility to assisting in the implementation of the mission of the Department through the participation in the planning, development and attainment of departmental objectives, or by overseeing an assigned major functional area such as social services or financial assistance. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree **AND** four (4) years of administrative experience in a health, education, or social services agency; three (3) years of which must have been in a supervisory capacity responsible for planning, directing, and coordinating the work of a substantial number of staff, engaged in several departmental programs, performing several separate functions; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** five (5) years of administrative experience in a health, education, or social services agency; three (3) years of which must have been in a supervisory capacity responsible for planning, directing, and coordinating the work of a substantial number of staff, engaged in several departmental programs, performing several separate functions.

**NOTE:** Each year of experience as a chief executive officer of a social services district, within six years immediately proceeding the date on which he/she is appointed, shall be the equivalent of two (2) years of the above prescribed experience.

**MAIL APPLICATION TO:**

Oneida County Department of Personnel  
John P. Talerico, Commissioner  
800 Park Avenue  
Utica, NY 13501

**APPLICATIONS MUST BE RECEIVED NO LATER THAN:** Applications accepted until the position is filled.

Blank applications may be picked up in Personnel – 3<sup>rd</sup> Floor of the Oneida County Building or downloaded and printed from our web site at [www.ocgov.net](http://www.ocgov.net), (click on Oneida County Department of Personnel). You may also call (315) 798-5726 and have an application sent to you.

**\*\*Oneida County is an equal opportunity employer\*\***

02/23/11