

FULTON COUNTY DEPARTMENT OF SOCIAL SERVICES

ANNOUNCES THE FOLLOWING:

DEPUTY COMMISSIONER OF SOCIAL SERVICES

FULTON COUNTY RESIDENCY IS REQUIRED

This is a permanent vacancy in the Fulton County Department of Social Services

2026 Salary: \$89,902

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

Exercises administrative direction and supervision over departmental activities as assigned by the Commissioner;

Adapts state and federal guidelines and mandates for Agency use;

Performs personnel related duties for the department, ensuring adherence to County personnel policy in the areas of civil service, interviewing, selection and staffing.

Makes final recommendations to the Commissioner for hiring, supervises the performance evaluation process;

Acts in the place of the Commissioner during his/her absence;

Assists the community in resolution of complaints and inquiries registered by the public regarding departmental programs;

Represents the department on various committees, boards, with the media, and through community projects and presentations;

Prepares reports and analysis of agency operations;

Evaluates the efficiency of departmental programs;

Assists in the development and implementation of departmental programs, policies, and procedures;

Responsible for direct supervision and monitoring of the department's administrative units;

Supervises the department's records retention program;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma and graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and either:

- A) Five years of satisfactory full-time paid experience in a health, education or social agency, two years of which must have been in a satisfactory administrative or supervisory capacity; Or
- B) Five years of responsible full-time paid 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.

NOTE: 1) Each year of experience as a chief executive officer of a public social services

department of a public social services district, within six years immediately preceding the date on which he/she is appointed, shall be the equivalent of two years of the above prescribed experience.

2) Post-graduate training, at a recognized college or university, in social work, public administration, hospital administration, educational administration or business administration, shall be equivalent, of the administrative or supervisory experience as prescribed in (A) above.

SPECIAL REQUIREMENT: None.

A copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Applications should be filed with:
Trista Gordon, Commissioner
Fulton County Department of Social Services
P.O. Box 549
Johnstown, NY 12095**

They can be found on our website at www.fultoncountyny.gov.