

Personnel and Civil Service

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Bethany O'Rourke Personnel Officer



NOTICE OF VACANCY Employment Center Supervisor

Date of Issue: 02/03/2022. The work involves responsibility for providing supervisory oversight of the Tioga County Employment Center and its related job development programs. In addition to providing oversight of the daily operations of the local Employment Center, the incumbent will coordinate, implement and monitor various program initiatives. When needed, the incumbent will also lead and participate in more complex employment counseling. Work is performed under general supervision from the Commissioner of Social Services. Supervision is exercised over the work employment and training staff, while also acting as site supervisor to employees of on-site partners (NYSDOL or ACCESS-VR). Does related work as required.

The title of Employment Center Supervisor is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A test is anticipated in 2022.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional
Work Hours Full time, 35-hour work week
Salary: \$53,384 / year (CSEA SG XIV); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Department of Social Services

MINIMUM QUALIFICATIONS Either:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in public or business administration, industrial or labor relations, social science, human services or closely related field and two (2) years full-time experience in job or employment program planning or development, personnel placement and counseling or business administration or related field, at least one (1) which must have been in a supervisory capacity; **OR**
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in public or business administration, industrial or labor relations, social science, human services or closely related field and four (4) years full-time experience in job or employment program planning or development, personnel placement and counseling or business administration or related field, at least one (1) which must have been in a supervisory capacity; **OR**
- c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time experience as defined in (A) above, at least one (1) which must have been in a supervisory capacity; **OR**
- d) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Apply Online: <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply By: 02/14/2022

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.