

Personnel and Civil Service

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NOTICE OF VACANCY

Commissioner of Social Services

Date of Issue: 09/08/2025. The Commissioner of Social Services, or an employee in any other title denoting the chief executive officer in one of the welfare districts in the State, is charged with the responsibility for administering public assistance and care as defined in the Social Services Law. In discharging this responsibility the Commissioner must organize, direct and coordinate the work of all employees, both professional and non-professional, in the welfare department to achieve the effective and efficient operation of the multiple programs undertaken by the department. The Commissioner has complete control, subject to financial limitations imposed by the local legislative body and the State Welfare Department, over department operations and direction of personnel. Major objectives of the Commissioner and the department are to provide adequately for those unable to maintain themselves and to administer such care, treatment and service as may restore such persons to a condition of self-support. An additional objective is to give such service to those liable to become destitute as may prevent the necessity of their becoming public charges.

The title of Commissioner of Social Services is **Non-Competitive**. Applicants must meet minimum qualifications established for the position. A criminal background check* is required.

Status: Permanent (position available December 2025)

Work Hours: Full time, 35-hour work week

Salary: \$100,292 – \$110,292 annual (2025 Management/Confidential); 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:

Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree and **(Either):**

- a. Four (4) years of satisfactory full-time experience or its part-time equivalent in a health or human service agency, two (2) years of which must have been in a satisfactory administrative or supervisory capacity*; **OR**
- b. Four (4) years of responsible full-time experience or its part-time equivalent 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 welfare department of a public welfare district, within six years immediately preceding the date on which he/she is appointed, shall be the equivalent of two (2) years of the above prescribed experience.
- 2. Post graduate training, at a recognized college or university, in social work, public administration, hospital administration, education administration or business administration, shall be equivalent, on a year for year basis up to two (2) years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed in b or one above.

2. Commissioner of Social Services

**Supervisory experience is defined as having responsible direction and control of subordinate employees. This involves the assignment of work, approval of work, training, evaluation, and discipline of employees. The supervisory aspects must be an integral part of the job, not incidental or occasional.*

Pursuant to County Law § 400 (4b) and §750, public welfare commissioner is an "appointive officer" and therefore falls under Public Officers Law §3.

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

Apply by: Applications will be accepted until the position has been filled.

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.*