

# Personnel and Civil Service

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## NOTICE OF VACANCY

### Director of Social Services

**Date of Issue: 12/09/2025.** This is an administrative position involving responsibility for the successful operation of the social services units of the agency and the performance of the social services staff. Employees in this class are responsible for recommending and developing case work policies and procedures for the agency and are responsible for standards of case work service in accordance with agency policies. Work is performed under the administrative direction of the Commissioner of Social Services in accordance with established policies and objectives permitting the frequent exercise of independent judgment. The director is responsible for coordinating the functions of all casework, technical and related staff assigned to the social services division including their training and development through the use of supportive supervisory staff. Does related work as required.

The title of Director of Social Services is **Competitive**. Applicants must meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A tentative test date for this examination is not yet known.** Pending a criminal background check\*, a provisional appointment may be made. 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:** \$73,748 - \$83,748 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 New York State registered four-year college with a Bachelor's degree and six (6) years of full-time satisfactory experience or its part-time equivalent in social case work with a public or private social agency adhering to acceptable standards, including two years in a supervisory capacity.

**Note:** (Satisfactory completion of one year of full-time study in a recognized graduate school of social work is equal to one year of required social case work experience; two years of such training is equal to three years of required social case work experience, but not supervisory experience).

**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.