

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



☎ 607 687 8494 📠 607 223 7074 🌐 www.TiogaCountyNY.com

Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY DIRECTOR OF EMPLOYMENT AND TRANSITIONAL SUPPORT

Date of Issue: 04/23/2021. The work involves responsibility for planning, implementing and directing the operation of the Employment and Transitional Supports division of the County Department of Social Services. The employee has broad, administrative responsibility for local policy planning; for Federal, State and local program and rule implementation; and for direction of the Employment and Transitional Supports division. The incumbent has considerable latitude in expressing independent judgments in the formulation of local policies and procedures to affect the agency's goal. The management of the division is vested within this classification. Work is performed under the general supervision of the Commissioner of Social Services or designee for implementation. Does related work as required.

The title of Director of Employment and Transitional Support 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: \$57,655 - \$67,655 / year (Non Union); benefit package available, paid leave time, NYS Retirement System, and 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 AND three (3) years of full-time work experience or its part-time equivalent in supervisory office or program management in a public agency or private business; **OR**
- b. Graduation from a regionally accredited or New York State registered college or University with an Associate's degree AND five (5) years of full-time work experience or its part-time equivalent in supervisory office or program management in a public agency or private business; **OR**
- c. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time work experience or its part-time equivalent in examining, investigating or evaluating claims for assistance, veteran's, or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, three (3) years of which 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).

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.