



DANIEL P. MCCOY
COUNTY EXECUTIVE

ERIN M. STACHEWICZ
COMMISSIONER

COUNTY OF ALBANY
DEPARTMENT OF SOCIAL SERVICES
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210-2304
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TYRELL L. GLADDEN
EXECUTIVE DEPUTY
COMMISSIONER

Department: Albany County Department of Social Services
Open Title: **Deputy Commissioner**
Salary: Full Time - \$109,071
Deadline: Applications will be accepted until position filled
Location: 162 Washington Avenue, Albany NY 12210

Albany County Department of Social Services is seeking candidates for the position of Deputy Commissioner. This is an administrative position involving responsibility for the direction, planning, organization and operational activities of a county social services department, all within the framework of the social services law, rules and regulations. Working under the direction of the Commissioner, the Deputy Commissioner will effectively coordinate the various functions of the Department such as eligibility programs, child support enforcement and adult services, operations, human resources, staff development, employer and employee relations, business management and community relations. In the absence of the Commissioner and Executive Deputy Commissioner, the Deputy will have complete charge of the department and direction of personnel.

MINIMUM QUALIFICATIONS: EITHER:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and either:

- A. Six (6) years of full-time paid experience in an accounting, health, education or social services agency, four (4) years of which must have been in an administrative or supervisory capacity; OR,
- B. Six (6) years of full-time paid experience in an administrative or managerial position in which there was 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 the Chief Executive Officer of a social services district gained within the six years immediately preceding the date of appointment shall be the equivalent of two years of the above experience.
- 2. Post graduate study in a regionally accredited or New York State registered college or university in social work, public administration, hospital administration, educational administration or business administration may be substituted on a year for year basis for up to two years of the above experience. (No such post graduate training however shall be substituted for any of the three years of administrative or supervisory experience required in A and B above.)

SPECIAL REQUIREMENT: At time of appointment and throughout employment:

1. Possession of a valid New York State driver's license.

To Apply: Please submit a cover letter that addresses qualifications, leadership experience and commitment to providing equitable and inclusive social services in a diverse community; a County of Albany Employment Application ([Employment Application](#)) and updated resume to: Elizabeth.Lyons@AlbanyCountyNY.gov . **Please also include a copy of your college transcripts or college diploma and three (3) professional references (name, phone number and relationship to you).**

Schedule:

Monday to Friday 8:30am -4:30pm

Benefits:

Health Insurance
Dental & Vision Insurance
Employee Assistance Program
Flexible Spending Account
Life Insurance
Paid Time Off
NYS Retirement System Benefit
Tuition Reimbursement

Albany County is an Equal Opportunity Employer

DEPUTY COMMISSIONER OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is primarily an administrative position involving responsibility for the direction, planning, organization and operational activities of a county social services department within the framework of the social services law, rules and regulations and policies established by the Commissioner. A Deputy Commissioner works under the direction of the Commissioner and must effectively coordinate the various functions of the Department such as programs and services, operations, human resources, staff development, employer and employee relations, business management and community relations. In the absence of the Commissioner and Executive

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and either:

- C. Six (6) years of full-time paid experience in an accounting, health, education or social services agency, four (4) years of which must have been in an administrative or supervisory capacity; OR,
- D. Six (6) years of full-time paid experience in an administrative or managerial position in which there was responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions.

NOTE: