



NOTE: Post-graduate training, at a recognized college or university, in social work, public administration, hospital administration, educational administration or business administration, shall be the equivalent, on a year-for-year basis up to two years, of the above prescribed experience (30 credit hours being equal to one year of experience).

However, no such post-graduate training shall be substituted for the administrative or supervisory experience prescribed in (B) (1) above.

ADDITIONAL QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the 7 ci b m g \ UfYX j U i Yg UbX VY \ Uj j c f g h c U W X j Y h Y 7 ci b m g J j g j c b UbX A j g j c b "

TYPICAL WORK ACTIVITIES:

- Authorized by Law to act generally for and in place of the Commissioner of Social Services in his/her absence;
- Assists Commissioner in preparation of annual budget, maintenance of fiscal controls, and submission of financial reports to local legislative body and the State Department of Social Services;
- Assists Commissioner in recruitment and selection of personnel;
- Coordinates activities of the local department to meet its goals and objectives;
- Interprets Federal, State and local programs and advises the Commissioner of Social Services;
- Is responsible for and supervises the resources and resource management;
- Reviews and approves all assigned programs and related administrative expenses;
- Is responsible for program development and in formulation of program area(s) policies;
- Supervises the staff assigned to their specific division of operations and functions;
- Plans, reviews and coordinates all interaction with the local Information Services and all NYS technology;
- Makes feasibility studies of administrative changes to improve operations;
- C j Y f g Y Y g UbX V c b h c g h \ Y U [ Y b W m g d \ m g j W U Z U W j h Y g z gi dd j Y g UbX Yei j da ent related to assigned program area(s);
- Assists the Commissioner in carrying out specialized services in the department;
- Prepares activity reports;
- Assists the Commissioner in the public relation aspects of the program area(s) and in interpreting the work of the local department to the community;
- Is responsible for initiating and monitoring all assigned program area(s) contracts;
- Analyzes economic trends, federal and state mandates, federal and state budgets and advises Commissioner of local impacts.

EOE