

The County of Nassau is seeking candidates for the position of Commissioner for the Department of Social Services.

The Department of Social Services (DSS) comprises a group of integrated program areas staffed with highly trained personnel who offer support services and financial assistance to eligible individuals and families in Nassau County in compliance with Federal and State mandates. DSS works toward and accomplishes its mission by offering comprehensive services that address the financial, health, social, employment, childcare, and safety issues that may affect an individual or family.

GENERAL STATEMENT OF DUTIES

Administers the public assistance and care program of Nassau County in accordance with the New York State Social Services Law; performs related duties as required.

COMPLEXITY OF DUTIES

Under administrative direction of the County Executive, the duties involve the exercise of independent judgment in the formulation and administration of departmental policy. The incumbent provides supervision by directing and coordinating the activities of subordinate administrative personnel to achieve an effective and efficient operation of the multiple programs undertaken by the department.

TYPICAL DUTIES

1. Plans, organizes, directs, and coordinates the work of the various administrative units in the Department.
2. Directs the operations of and establishes policies for the Nassau County Children's Shelter and Day Care Centers.
3. Represents the Department on local and State committees.
4. Attends local, state, and federal conferences relative to social service programs.
5. Cooperates with other agencies, officials, and citizens in planning community service.
6. Conducts staff meetings and conferences.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of public administrative practices and procedures.
2. Extensive knowledge of local, state, and federal social services and other relevant laws.
3. Considerable knowledge of the principles and practices of social work.
4. Ability to plan, organize, and direct the activities of subordinate administrative personnel.
5. Ability to develop and maintain effective working relationships with associates, other public officials, and the community.
6. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS – Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university

and, either

a. Seven years of satisfactory experience in a health, education, or social agency, five years of which must have been in an administrative or supervisory capacity;

or

b. Seven years of satisfactory experience in an administrative or management position, with 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 social services department of a social services district, within six years immediately preceding the date on which s/he is appointed, shall be the equivalent of two years of the above prescribed experience.

2. Post-graduate training, at a regionally accredited or New York State registered 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. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience prescribed in (a.) above.

For consideration, please send resume, cover letter and salary requirements to: jobs@nassaucountyny.gov, with "CSS" on subject line.

Appointment to this position is subject to the approval by the Nassau County Legislature and will be for a term of five (5) years.

Salary commensurate with experience

Competitive benefits package including participation in The New York State and Local Retirement System (NYSLRS)

Nassau County Residency Preferred

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR