COMMISSIONER OF SOCIAL SERVICES

Chautauqua County is recruiting for the Department Head position of Commissioner of Social Services. This executive level position is responsible for administering Chautauqua County’s Temporary Assistance, Medical Assistance and Children & Family Services programs and Youth Bureau.

Interested candidates must complete the Chautauqua County Application for Examination or Employment form available at www.co.chautauqua.ny.us and mail it, postmarked by February 28, 2011, to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, New York 14757
Equal Opportunity Employer.

The Department

Chautauqua County Department of Social Services is a key component of the services provided to the approximately 140,000 residents of Chautauqua County by County government. The Department of Social Services, which functions as a part of the overall Human Services initiative of County government, is led by a Commissioner who is appointed by the County Executive, the top elected government official.

Services are provided in a client focused culture from offices located in Mayville, the County Seat, Jamestown and Dunkirk. There are approximately 81,000 clients currently being served. The Department’s 316 employees oversee the delivery of $87,000,000 worth of services either directly or through over 200 contracts. The employees are civil servants and are an organized work force represented by CSEA.

The Community

Chautauqua County is New York’s western gateway with lakes, grapes, wineries, cultural, culinary, and resort centers, a wonderland of winter snowfall, and some of the best festivals around. The home of picturesque Victorian villages, a curious mix of historical characters, and the largest Concord grape growing region in the world. Located less than three hours from Cleveland, Pittsburgh, Rochester, Niagara Falls, and Toronto and within an easy drive from Buffalo, NY and Erie, PA.

The Commissioner

The Commissioner, who will be appointed for a 5 year term, will report to the County Executive. We are seeking a high energy experienced social services leader who will lead the department using creativity, skill and intelligence to ensure that services are: well organized; appropriate; client focused; fiscally responsible; contemporary; compliant with law, regulation and contracts, and satisfactory to the community.
**Duties and Responsibilities of the Commissioner**

- Providing visionary/practical leadership for the entire department
- Developing, communicating and carrying out strategic and operating plans to meet the service needs of clients, complying with regulation and satisfying state and federal performance standards
- Providing consultative leadership to the other human service Directors
- Being a visible and credible spokesperson throughout the county and at regional, state and federal levels
- Operating all activities within the bounds of fiscal prudence by effectively balancing needs, revenues and cost
- Ensuring that all contractors are performing to agreed upon levels of program, service and fiscal standards
- Establishing a culture of collaboration with all stakeholder groups
- Operating all programs from a client, community and service perspective
- Creating and operating an effective organizational structure

This is an outstanding opportunity to join a progressive organization whose priorities and history are well known for doing the right things to meet the needs of the County’s residents.

**The Candidate**

The successful candidate will be a consummate leader who possesses:
- superb communication skills,
- strong financial management skills,
- problem solving skills,
- conflict management skills,
- interpersonal skills and
- overall leadership skills.

The candidate will have a strong and proven track record in planning, organizing, leading and delivering a wide array of social service programs. The position requires an individual who can communicate effectively within his/her group and across departmental and organizational lines.

**Compensation**

The starting salary will be negotiated within an annual salary range with a top end of $97,657. An attractive benefits package will also be offered.

**Contact:**

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, New York 14757
716-753-4237
Applications will be accepted by regular mail postmarked February 28, 2011.
Civil Service minimum qualifications are as follows:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and either:

A. Six years of satisfactory full-time paid experience in a health, education, or social agency, four years of which must have been in a satisfactory administrative or supervisory capacity, OR
B. Six years of responsible full-time paid experience in an administrative or management position, where there is responsibility for planning, directing, and coordinating the work of a substantial staff working in several units or performing several separate functions.

NOTE: Each year of experience as a chief executive officer of a social services district, within six years immediately preceding the date of appointment, shall be the equivalent of two years of the above prescribed experience.

Post-graduate training at a regionally accredited college or university or one accredited by the New York State Board of Regents, in social work, public administration, hospital administration, educational administration or business administration, shall be the equivalent, on a year for year basis up two years, of the above prescribed experience. However, no such post-graduate training shall be the equivalent of the administrative or supervisory experience.

All appointments to the position of Commissioner of Social Services must be approved by the State Commissioner of Social Services. Qualifications are defined in 18 NYCRR 679.5.