



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services

**CIVIL SERVICE TITLE:** Aging Services Supervisor (NYHELP Program)

**CLASSIFICATION TYPE:** Non-Competitive

**SALARY (GRADE):** \$57,416 (30W) Plus Excellent Benefits

**APPLICATION DEADLINE:** December 31, 2025

**APPLY ONLINE\*:** <https://oneida-portal.mycivilservice.com/post/jobopps>



**DISTINGUISHING FEATURES OF THE CLASS:** This position involves assisting in the implementation of the services component of Aging Services. The incumbent in this position coordinates, develops and performs a variety of tasks which may involve grants administration and participation in advisory committees and/or meetings. A person in this position may be responsible for the general, specific, and long-range planning in Aging Services. The work is performed under the direct supervision of the Director. Supervision is exercised over all subordinates. The incumbent performs related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the minimum qualifications at time of application. Either:

- (A) Possession of Bachelor's Degree in a human services-related field **AND** two (2) years of full-time paid human service\* experience in a supervisory capacity; **OR**
- (B) Possession of Associate's Degree in a human services-related field **AND** four (4) years of full-time paid human service\* experience, two (2) years of which were in a supervisory capacity.

\***Human service experience** is defined to mean experience which shall have involved a one-on-one interaction with a client, to actively facilitate the identification of client needs and goals through the interview process; as well as, the development of a service plan, (i.e.: identification and coordination of services available in the agency or the community to meet these needs and goals).

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this case will require access to transportation to meet field work requirements in a timely and efficient manner.

**NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
3. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**\*\*Oneida County is an equal opportunity employer\*\***

\*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

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