



ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

DEPARTMENT: Family and Community Services

CIVIL SERVICE TITLE: Assistant Director of Services (NYHELP Program)

CLASSIFICATION TYPE: Non-Competitive

SALARY (GRADE): \$78,746 (39W) Plus Excellent Benefits

APPLICATION DEADLINE: December 31, 2025

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



DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for assisting the Director of Services in planning coordinating and supervising the services unit. This position involves assisting in planning, implementing and coordinating new programs to improve services and determining and implementing revisions to existing programs. The incumbent develops policies and procedures for manual and automated systems in this unit. The incumbent is responsible for implementation, evaluation and compliance with State laws, regulations and standards of good practice. Work is performed under supervision of the Director of Services and general supervision of the Commissioner of Social Services. The incumbent performs related work as required.

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

- (A) Possession of Master's Degree **AND** three (3) years of full-time experience in social casework* with a public or private agency, two (2) years of which shall have been in a supervisory capacity; **OR**
- (B) Possession of Bachelor's Degree **AND** four (4) years of full-time experience social casework* with a public or private agency, two (2) years of which shall have been in a supervisory capacity.

*Social casework is defined to mean experience which shall have involved a one-to-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 REQUIREMENTS:

- 1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
- 2. Statewide Central Register (SCR), per Section 424-a of the Social Services Law, and Staff Exclusion List (SEL), per Section 495 of the Social Services Law, background checks are required prior to appointment.

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.

****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 6th 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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