



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Job Opening

Employment and Temporary Assistance Supervisor

Schuyler County Social Services Department

LAST DATE TO FILE: Review of applications will begin immediately. Applications will be accepted until position is filled.

SALARY: \$24.92/ hour with excellent benefits

VACANCY: At the present time, there is one full time opening in the Schuyler County Social Services Department. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application

JOB DESCRIPTION: This is an important supervisory position involving responsibility for overseeing and coordinating Employment and Temporary Assistance programs in the Department of Social Services. Responsibilities include but are not limited to program development, supervision, coordination and analysis, formulating and implementing employment policies, goals, objectives and outcomes of the unit, as well as meeting all performance and audit standards set forth by oversight agencies, providers of grant funding, and local County leadership. Direct supervision may be exercised over both supervisory and non-supervisory staff of the units. The work is performed under the general direction of the Deputy Commissioner of Social Services. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains current knowledge of all Employment and Assistance program areas (Temporary Assistance, Housing, SNAP, HEAP, Child Care) and their respective rules and regulations as they relate to eligibility requirements and provision of services;

Communicates new Directives, or revisions to existing laws and regulations, to program staff, recommends policy and procedural changes to the Commissioner as needed, and monitors policy implementation;

Reviews performance reports and conducts audits and case reviews in accordance with regulations;

Evaluates staffs' performance, competencies, and training needs;

Establishes and cultivates relationships with local employers, housing authority, partner agencies, vendors, and community stakeholders to enhance service provision and delivery;

Oversees the recruitment and development of work sites;

Interviews individuals to determine eligibility for assistance programs;

Interviews assistance recipients to assess abilities and areas of interests to match with employment opportunities;

Oversees shelter inspections and procurement of temporary housing;

Represents the Department on Boards and Committees as assigned;
Provides consultation to Department staff, Community Organizations, and the general public regarding the scope and availability of services;
Attends training seminars, forums and conferences;
Works within multiple computer based systems;
Analyzes data and completes required plans and reports;
Prepares and attends Fair Hearings as needed;
Related tasks and duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State and local social services laws, rules, and regulations applicable to Employment and Assistance programs;
Thorough knowledge of local resources and Community organizations;
Thorough knowledge of local occupational and economic conditions and trends;
Thorough knowledge of the agency's overall programs, policies, and procedures;
Ability to manage, supervise, and evaluate the work of others;
Ability to communicate effectively both orally and in writing;
Ability to work effectively and professionally with others;
Ability to interpret and apply complex written material to specific situations;
Ability to prepare clear and accurate records and reports;
Ability to use a computer for word processing and for the entry and retrieval of information in a database or on spreadsheets;
Ability to plan and implement action plans to effectively address the needs of clients and the agency;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- A. Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents, to grant degrees with a Master's degree (or higher) in social sciences, human services, public administration, or closely related field and two (2) years of work experience in the provision of social services programs or substantially similar work, one (1) year of which must have been in a supervisory capacity, or
- B. 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 in social sciences, human services, public administration, or closely related field and three (3) years of work experience in the provision of social services programs or substantially similar work, one (1) year of which must have been in a supervisory capacity.

*****PROMOTIONAL QUALIFICATIONS:**

Four (4) years of continuous service with permanent competitive status as a Principal Social Welfare Examiner with Schuyler County Department of Social Services directly preceding appointment or examination.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: July 10, 2018