

Greene County Human Services

Job Announcement – Executive Director of Human Services

\$76,000 – \$83,000 annually

This is an important professional and administrative position involving responsibility for research into various problems of youth as it relates to juvenile delinquency, as well as positive youth development; directing services and activities offered by the Office for the Aging and the Youth Bureau. This Office attempts to improve the status and condition of the elderly and youth of the county through the planning and coordination of various services and programs and in certain cases the provision of necessary direct assistance. The work is performed under general administrative direction from the County Legislative body in conformance with Local, State and Federal Laws, Rules and Regulations with wide latitude allowed in the administration of the overall program. Supervision is exercised over the work of clerical and professional subordinate employees.

MINIMUM QUALIFICATIONS:

- A.** A Master's Degree from a regionally accredited or New York State registered college or university, with major concentration in Social or Behavioral Sciences, Public Health, Public Administration, Recreation Therapy, Education or related fields **and** two (2) years of full-time paid administrative experience in a community organization in the field of aging **and** two (2) years of experience administering youth oriented programs or programs related to juvenile delinquency and control; **OR**
- B.** A Bachelor's Degree from a regionally accredited or New York State registered college or university, with major concentration in Social or Behavioral Sciences, Public Health, Public Administration, Recreation Therapy, Education or related fields **and** three (3) years of full-time paid experience in a community organization in the field of aging including at least one (1) year in an administrative or supervisory capacity **and** three (3) years of experience administering youth oriented programs or programs related to juvenile delinquency and control; **OR**
- C.** An equivalent combination of training and experience as indicated in (A) and (B).

NOTES:

- Experience in the field as a Caseworker or Case Manager is beneficial, but not required.
- Your degree 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/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment which must be maintained throughout employment and must have access to transportation to meet fieldwork requirements in a timely and efficient manner. The job may involve extensive travel to all parts of the county and occasional travel out of the county.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

Applications can be obtained at:

<https://www.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@greeneconomy.gov.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.