



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY_{NY}
Made of Something Stronger

Nicole Yaggle
Personnel Officer

DEPUTY COMMISSIONER OF SOCIAL SERVICES

SALARY: \$80,030

DEPARTMENT: SOCIAL SERVICES

LAST FILE DATE: 8/3/2026

DISTINGUISHING FEATURES OF THE CLASS The Deputy Commissioner of Social Services serves as the principal administrative assistant to the Commissioner of Health and Human Services and has primary responsibility for the administration and day-to-day operations of the Department's social services programs. The Deputy exercises the powers and performs the duties of the Commissioner relating to social services during the Commissioner's absence or inability to act, or as otherwise delegated or authorized by law. The work involves assisting the Commissioner in formulating and implementing departmental policies, procedures, and operational objectives. Responsibilities include interpreting and administering federal, state, and local laws, regulations, policies, and programs governing the delivery of social services; directing and coordinating departmental operations to ensure the effective and efficient implementation of programs and services; and assisting in the overall management and administration of the Department. Work is performed under the general direction of the Commissioner of Health and Human Services. General supervision is exercised over the work of directors, supervisors, and other assigned personnel. The incumbent performs related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County.

Please provide a copy of your driver's license (front and back) for proof of residency.

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS: Either

- A. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in Public Administration, Business Administration, Social Science, Planning Accounting Economics, Law or any other advanced degree in related field **and** four years of full-time paid experience in administration, management or supervision of professional staff in the public sector; or

- B. Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Public Administration, Business Administration, Social Science, Planning Accounting Economics, Law or any other advanced degree in related field **and** Six years of full-time paid experience in administration, management or supervision of professional staff in the public sector;

***SPECIAL NOTE:** Possession of a valid, unrestricted New York State driver's license is required at the time of appointment and must be maintained as a condition of employment throughout the employee's tenure in the position.

Applications are available online at: www.co.montgomery.ny.us Completed applications must be received by the last file date.