

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

Director of Administrative Services (HELP PROGRAM)

(*COUNTY APPLICATION REQUIRED*- Go to: <https://madison-portal.mycivilservice.com/>)

Application Deadline: Please send application to Madison County Department of Human Resources no later than **07/14/2025**.

Full-time Director of Administrative Services sought for the Madison County Department of Social Services. This is an administrative position responsible for the supervision and coordination of the fiscal and operating affairs of a County department. The work involves responsibility for preparation and maintenance of the departmental budget and for developing and implementing policies and procedures in the areas of financial and administrative issues. The work is performed under the general direction of the department head or designee with wide leeway allowed for the exercise of independent judgement. Supervision is exercised over professional, paraprofessional and clerical staff. The incumbent does related work as required.

This position is a Managerial/Confidential (M/C) position that includes a M/C benefit package.

2025 Hiring Salary: \$78,802/yr

MINIMUM QUALIFICATIONS: Either:

- A) Possession of a Bachelor's degree in accounting, business administration, finance, public administration or closely related field and three (3) years of progressively responsible full-time paid experience in business administration, accounting or related field, two (2) years of which must have been in a supervisory capacity; OR
- B) Graduation from high school or possession of an equivalency diploma and seven (7) years of progressively responsible full-time paid experience as defined in (A), two (2) years of which must have been in a supervisory capacity; OR
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTES:

1. A Master's degree in business or public administration or closely related field may be substituted for two years of the required experience outlined in (A) above, however, the candidate must still possess at least one year of the supervisory experience.
2. Degrees 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 your degree was awarded by an educational institution outside of 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 on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

PROMOTION MINIMUM QUALIFICATIONS: Limited to employees in a County department or jurisdiction where the title of Director of Administrative Services currently exists and who have at least two (2) years continuous permanent competitive class status as an Assistant Director of Administrative Services.

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