



MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

DIRECTOR OF FINANCIAL ASSISTANCE (HELPS 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 **06/08/2026**.

This is an administrative position in the Department of Social Services responsible for planning, coordinating, and administering one or more of the following financial aid programs in the department: temporary assistance, supplemental nutrition assistance program, daycare, employment, medical assistance and child support enforcement program. Responsibility also includes participating in departmental policy development, reorganization, and efforts to correct operational deficiencies in program area(s) of responsibility. The incumbent has considerable latitude in exercising independent judgment in the formulation of local policies and procedures with regard to the financial aid program issues that they are responsible for. The work is performed under the general supervision of the Deputy Commissioner for Financial Assistance. Supervision is exercised over the work of professional, paraprofessional and clerical staff. Incumbent does related work as required.

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

2026 Hiring Salary: \$73,172/yr

MINIMUM QUALIFICATIONS: OPEN COMPETITIVE: Either:

- (A) Possession of a Bachelor's degree in human services, social work, business administration, public administration, criminal justice or closely related field and EITHER:
 - a. Three (3) years of full-time paid experience, or its part-time equivalent, in examining, investigating or evaluating claims for assistance, veterans' or unemployment benefits, insurance or a similar program operating under established criteria for eligibility, one (1) year of the above experience must have been in a supervisory capacity; OR
 - b. Three (3) years of full-time paid experience, or its part-time equivalent, in interviewing or investigating experience involving public contact, one (1) year of the above experience must have been in a supervisory capacity.
- (B) Possession of an Associate's degree in human services, business administration, criminal justice or a closely related field, and five (5) years of experience as described in (a) or (b) above, one (1) year of which must have been in a supervisory capacity; OR
- (C) Graduation from high school or possession of an equivalency diploma and seven (7) years of full-time paid experience as defined in (a) or (b) above, one (1) year of which must have been in a supervisory capacity; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTES:

1. A Master's degree in a human services field, social work, criminal justice, business or public administration or closely related field may be substituted for two (2) years of the required experience outlined in (A) and (B) above, however, the candidate must still possess at least one (1) 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.

PROMOTIONAL QUALIFICATIONS: Limited to employees with at least one (1) year of continuous permanent competitive class status in the Madison County Department of Social Services immediately preceding the date of the examination who also meet the open competitive qualifications.

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