

Jefferson County **DIRECTOR OF ADMINISTRATIVE SERVICES**



The Department of Social Services is currently recruiting for a Director of Administrative Services. This position involves responsibility for the direct supervision of the Department's essential support functions, including Accounting, Master File, Third-Party Health Insurance, and Child Support Collection. The successful candidate will operate with wide leeway for independent judgment under the administrative direction of the Assistant to the Commissioner for Fiscal Affairs. Beyond daily supervision, the Director acts as a key architect of the department's financial health, assisting in budget preparation, state aid claim submissions, and the development of office automation and record management programs.

Salary Range: \$95,757 - \$107,775 per year

Excellent fringe benefits include:

- NYS Retirement
- Deferred Compensation
- Sick Leave
- Paid Vacation
- Tuition Reimbursement
- Comprehensive Health Plan, Including Vision
- Dental Insurance
- Flex Spending Account
- Candidates may be eligible for the Public Service Loan Forgiveness program

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, finance, business, or public administration and four years of administrative experience which included planning, directing, coordinating, and maintaining the agency books involving appropriation accounting and the preparation of budget and financial reports for a business or government agency.

**Applications will be accepted until the position is filled,
first review of applicants will be May 22, 2026.**

Civil Service Exam is required for permanent appointment.

**Apply online on our Employment Portal: <https://jefferson-portal.mycivilservice.com/>
Or send a paper application and resume to:**

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.

Jefferson County is an Equal Opportunity Employer

