

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for administrative oversight of family services, youth, and children's programs provided by the county government including service programs administered through the local social services district. The incumbent will recommend case work policies and procedures for the Commissioner of the local social services district and is responsible for standards of case work service. Work is performed under general administrative direction in accordance with established policies and objectives allowing for the frequent exercise of independent judgment. The Director is responsible for coordinating the functions of case work, technical, and related staff assigned to perform social, youth, and children's services.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises adult and children's services programs administered by the local social services district;

Assists in coordinating a unified county wide plan for the provision of services;

Oversees the activities of staff employed in the office of early intervention;

Oversees the activities of staff employed in the County Youth Bureau;

Assists in the formulation of case work policies and procedures;

Interprets federal, state, and local programs and makes recommendations to the Commissioner of the local social services district with respect to implementation of programs;

Supervises staff assigned to perform social case work services;

Establishes and maintains information systems to support the maintenance of case files for persons receiving services;

Assigns work, supervises staff, and conducts performance evaluations;

Recommends staffing and funding requirements relating to the provision of services;

Plans, organizes, directs, and coordinates the adult and children's services programs;

Compiles and prepares a three year consolidated services plan in accordance with the provisions of
the Social Services Law;

Implements new programs, policies, and procedures required by federal, state, and local mandates;

Oversees adult services provided under social services criteria;

Identifies staff development and training priorities for assigned staff;

Represents the Commissioner of the local social services district at conferences, public meetings,
court appearances, etc.;

Uses computer applications or other automated systems, such as spreadsheets, word processing,
calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of modern principles and practices of social work and social services administration; thorough knowledge of federal, state, and local statutes, regulations, rules, or other controls involving the delivery of social services and youth programs; good knowledge of program planning and evaluation techniques; good knowledge of the principles and concepts of law that relate to the activities of the public sector administrator; good knowledge of basic administrative and management functions such as planning, organizing, coordinating, and controlling an operation; good knowledge of techniques of case recording and case management; ability to plan, direct, and supervise the work of others including subordinate supervisory staff;

ability to express one's self clearly both orally and in writing; ability to prepare clear and accurate records and reports; ability to operate a personal computer and utilize common office software programs to prepare accurate records and reports ; ability to maintain effective working relationships with people from a variety of social, economic, cultural, and ethnic backgrounds; sensitivity to cultural diversity issues; ability to identify social service program management priorities; good judgment and emotional maturity; resourcefulness; and initiative.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant a masters degree or higher in social work, public administration, business administration, social or behavioral sciences, or a related field, and three (3) years of acceptable experience in social case work with a public or private agency adhering to acceptable standards, two (2) years of which shall have been in a supervisory capacity; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant a bachelor's degree in social work, public administration, business administration, social or behavioral sciences, or a related field, and five (5) years of acceptable experience in social case work with a public or private agency adhering to acceptable standards, two (2) years of which shall have been in a supervisory capacity; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Removed from Draft and Placed in Classplan on 4/28/09 (Replaces Director of Family Services)
Revised and Replaced in Classplan: 1/30/2023