

**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 all required functions of children, youth and adult social services as specified by Social Services Law and NYCRR.

**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;

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

CHARACTERISTICS: 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 degrees with a Master's 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 degrees with 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.

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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