

DIRECTOR OF TEMPORARY ASSISTANCE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving the responsibility for overseeing and managing all aspects of temporary assistance programs provided through the Sullivan County Department of Family Services (the local social services district). The incumbent will assist in the development of policies and procedures relating to the delivery of temporary assistance programs. Administrative supervision is exercised over multiple program areas, including cash and energy assistance, food stamps, employment, housing, transportation, day care and transitional opportunities. Work is performed under the general direction of the Commissioner of Family Services and/or the Deputy Commissioner of Family Services in accordance with prescribed guidelines and established policies. Leeway is allowed for independently performing the duties of the position. Supervision is exercised over a large staff, including subordinate supervisors assigned to the Temporary Assistance Units.

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.*

Plans, organizes, directs, coordinates, and oversees temporary assistance programs provided through
the Department of Family Services;

Reviews statutory or regulatory requirements and recommends policies for the delivery of temporary
assistance programs;

Establishes operational policies and procedures to insure the implementation of federal or state
mandates;

Acts as liaison with the New York State Office of Temporary Assistance and the New York State
Department of Labor;

DIRECTOR OF TEMPORARY ASSISTANCE

Page Two

Oversees the compilation of statistical, financial and demographic data required for a variety of mandated reports and reviews the final draft of reports prior to submitting to the local Family Services Commissioner for signature;

Coordinates the activities of the Temporary Assistance Unit with other units or human services agencies;

Meets with business and community agencies, service providers, regulatory agencies and other county departments to resolve housing, employability and other pertinent issues affecting clientele;

Establishes performance standards and conducts employee performance evaluations;

Makes recommendations concerning the contents of vendor or provider contracts and assists in the preparation of contracts;

Assists staff in resolving complaints or complex problems;

May provide coverage in the absence of other supervisors or examiners, when necessary;

Conducts staff meetings with supervisors to make recommendations with respect to the formulation of agency policy, operational modifications, statutory or regulatory changes, and other matters involving temporary assistance programs.

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

TERISTICS: Thorough knowledge of federal, state and local laws, rules and regulations relating to temporary assistance programs administered through the County Family Services Department; good knowledge of the principles and concepts of law relating to the day-to-day operations of a local social services district; good knowledge of standard management functions including planning,

DIRECTOR OF TEMPORARY ASSISTANCE

Page Three

organizing, budgeting, directing, forecasting, and supervising; good knowledge of financial management and administration principles, including accounting and auditing principles and techniques; ability to interact effectively with the public in providing information concerning temporary assistance programs; ability to present ideas clearly both orally and in writing; ability to plan and supervise the work of others; ability to operate a personal computer and utilize common office software programs to prepare accurate records and reports; sensitivity to issues of cultural diversity; integrity; and honesty.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a master's degree in social work, public administration, business administration, or a related field, and two (2) years of acceptable experience in the administration of temporary assistance and economic security programs, which shall have involved the supervision of other employees; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in one of the fields stated in (A) above and four (4) years of acceptable experience in the administration of temporary assistance and economic security programs, two years of which shall have involved the supervision of other employees; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

Note: For experience to be considered acceptable it must have involved the substantial performance of several standard management functions such as planning, organizing, coordinating, directing, supervising, budgeting, deciding, forecasting, or similar management functions.

DIRECTOR OF TEMPORARY ASSISTANCE

Page Four

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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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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