

COORDINATOR OF ADMINISTRATIVE SERVICES (SOCIAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is specialized coordinating and administrative work involving responsibility for the coordination of the day-to-day operations and administrative functions (e.g. Welfare Management Systems general procedures and policies, departmental support services, general departmental policies and procedures, etc.) in the Department of Social Services. The work is performed under the general direction of the Commissioner of Social Services and supervision is exercised over primarily technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Implements policies and procedures by providing information to departmental employees, meeting with staff to discuss and exchange information, identifying problems pertaining to policies and procedures and recommending solutions, as needed, etc.;

Identifies and reviews problems pertaining to departmental operations and recommends solutions, as needed (e.g. corrective actions, revised policies and procedures, training, etc.);

Recommends new policies and procedures, as needed;

Coordinates and oversees the day-to-day administration of units that serve and support the programs and operations of the department (e.g. Welfare Management Systems, general office support services, computer);

Analyzes New York State and federal legislation and directives and identifies the effect of changes in such legislation and directives on programs, services, procedures, etc., and develops policies and procedures, as needed, in order to ensure compliance;

Participates in the preparation of the Department of Social Services annual budget by gathering information from departmental units and organizing same, evaluating the department's operational needs, preparing justifications for budget requests, etc.;

Acts as liaison to other County departments, New York State and federal agencies, community groups and organizations, etc., to exchange information, resolve problems, integrate services, etc.;

Conducts special projects, research, and surveys, as assigned;

Prepares a variety of reports;

Attends a variety of meetings and conferences, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Laws, rules and regulations applicable to the services and operations of the Department of Social Services; thorough knowledge of the policies, procedures, and operations of the Department of Social Services; good knowledge of the principles and practices of public administration; good knowledge of the principles and practices of supervision; good knowledge of the policies and procedures of the Welfare Management System*; ability to coordinate projects; ability to communicate effectively, both orally and in writing; ability to prepare a variety of reports; ability to understand interpret complex written material, such as program and government regulations; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS: A Master's degree or higher and four (4) years of post-degree administrative, managerial, and/or supervisory experience in a government setting (e.g., government department or agency).

NOTE: A Master's degree or higher in Public Administration or Business Administration may be substituted for one (1) year of the required experience.

*To be demonstrated during the probationary period.