ASSISTANT TO THE DEPUTY COMMISSIONER FOR THE DEPARTMENT OF SOCIAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position works within the Administrative Division of the Ulster County Department of Social Services, assisting the Deputy Commissioner for Social Services in the oversight of projects and their corresponding contracts and finances. The work involves technical and legal work in all phases of Social Services contract research, preparation, development, review, negotiations, implementation and monitoring. The position's responsibilities include monitoring project contracts for compliance with terms of the contract and appropriate Federal, State and County regulations, as well as assisting the Deputy Commissioner with the formulation of practices and procedures for project improvement programs. Prepares and submits resolutions that are initiated by DSS, which include but are not limited to, contracts, grants, allocations, revenue funding, with such supporting documentation and explanatory materials as he or she may deem necessitated, or as the County Executive or Legislature require. The work is performed under the general supervision of the Deputy Commissioner for Social Services with considerable leeway allowed for the exercise of independent judgment regarding processes and procedures. Supervision is exercised over subordinate administrative staff as assigned by the Deputy Commissioner for Social Service. Does related work as required.

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.

Assists the Deputy Commissioner with the formulation of practices and procedures for projects and programs;

Works directly with the Deputy Commissioner in the oversight of projects and their corresponding contracts and finances;

Develops, implements and reviews Social Services contracts;

Negotiates contracts with outside vendors;

Responsible for general oversight and supervision of administrative staff as assigned by the Deputy Commissioner;

Assists various Ulster County Department administrators in negotiation and compliance issues with standardized contracts, specifically regarding interactions with outside agencies or vendors;

Analyzes terms of current and proposed procurement contracts to ensure that they meet the bid specifications;

Reviews legislative resolutions for compliance with projects and their corresponding contracts;

Updates and maintains legal files in hard copy or electronic format as appropriate for research and retrievability;

Operates a variety of standard office equipment, including computer and software applications;

Prepares and submits resolutions on behalf of the department;

May assist in the preparation and maintenance of reports required by Federal, State and County agencies, ensuring that such reports are filed within the required time frames.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the procedures, principles, laws and regulations involved in contract management; good knowledge of legal terminology, especially as it relates to contract management; good knowledge of departmental objectives, policies and operations as they relate to projects; good knowledge of departmental functions, its terminology and procedures; ability to plan and supervise the work of subordinate administrative staff; ability to effectively use standard office equipment, including computer and software applications; ability to analyze legal language and terms of contracts; ability to prepare correspondence and reports; ability to establish and maintain effective working relationships with individuals from other County departments as well as outside vendors; integrity; tact; initiative; good judgment; courtesy.

MINIMUM QUALIFICATIONS: Either:

A. Possession of a Bachelor's Degree and three (3) years of full-time paid, or its part-time equivalent experience where the primary function of the position was contract review and administration for a municipal government; **OR**

B. Possession of a Paralegal certificate, as approved by the American Bar Association, and three (3) years of work experience as a Paralegal; **OR**

C. Possession of an Associate's Degree and five (5) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; **OR**

D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; **OR**

E. An equivalent combination of training and experience as defined by the limits of A, B, C and D above.

ULSTER COUNTY Adopted: May 2, 2025
0506 AST TO DCS
Classification: Competitive
0507 ATDCS HLP
Classification: Non-Competitive
Union: UCSA
MGT