

DIRECTOR OF MIS AND FISCAL AFFAIRS

DISTINGUISHING FEATURES OF THE CLASS: An employee in this administrative position plans, directs and coordinates the accounting division and medical division (MMIS) of the Ulster County Department of Social Services. The employee has day to day responsibility for all divisional administrative matters including policies, procedures, budget control, program planning and personnel administration and is expected to exercise independent judgment and initiative in such areas. The work is performed under general supervision of the Commissioner of Social Services and is reviewed primarily through consultation and review of reports. Supervision is exercised over all clerical, technical and supervisory employees engaged in the welfare management systems and accounting functions. 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.

Develops long-term and immediate division plans and goals;

Assists the Commissioner in administering the agency budget, reviewing and controlling all expenditures;

Designs division programs and defines internal policies and procedures;

Evaluates and reports on division program effectiveness, designs program modifications as needed;

Schedules and assigns division personnel to achieve maximum staff utilization;

Evaluates division personnel and based on such evaluations makes recommendations to the Commissioner on personnel actions including discipline, promotion and awards;

Organizes and coordinates with internal and external staff training and education programs for division employees;

Conducts periodic staff meetings to explain new developments and to hear staff problems, complaints and suggestions;

Represents the department in matters pertaining to division activities;

Interprets laws, rules and regulations pertaining to division activities in consultation with the department's legal and administrative staff and with representatives of State and Federal agencies;

Develops and maintains sound public and community relations by such means as investigating and resolving complaints and giving talks, lectures and presentations on division activities;

Develops and maintains liaison with internal and external personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of human services administration; thorough knowledge of the principles and practices of program planning, development and evaluation, organizational theory, personnel management, budgeting and fiscal management; good knowledge of the legal environment of human service administration; ability to plan, supervise and coordinate the work of a large number of employees; ability to prepare complex written material including detailed narrative reports, statistical reports, correspondence, policy and procedure manuals, and memoranda; ability to read, understand, interpret and apply complex written material such as laws, rules and regulations; ability to prepare and deliver interesting and informative talks and presentations on division activities; ability to establish and maintain effective working relationships with internal and external personnel; good judgment, leadership; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Master's Degree in Public Administration or a closely related field from a regionally accredited or New York State registered college or university; **OR**
- B. Possession of a bachelor's degree and two (2) years of experience in a responsible supervisory or administrative position in a human service agency; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
2620 DIR M&F AF
Classification: Competitive
NUMGT

Adopted: December 29, 1981
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