

DIRECTOR OF TEMPORARY ASSISTANCE

DISTINGUISHING FEATURES OF THE CLASS: An employee in this administrative position plans, directs and coordinates the income maintenance division of the Ulster County Department of Social Services. The employee has day to day responsibility for all divisional administrative matters including policies, procedures, program planning and personnel administration and is expected to exercise sound independent judgement and initiative in such areas. The work is performed under the 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 personnel engaged in the income maintenance function. 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;

Designs division programs and defines internal policies and procedures;

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;

Makes budget recommendations to the Commissioner;

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 laws, rules, regulations, procedures and requirements pertaining to income maintenance programs, ADC and home relief; thorough knowledge of the principles and practices of program planning, development and evaluation, organizational theory and personnel management; good knowledge of the legal environment of human service administration; ability to plan, supervise and coordinate the work of a large number

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of employees; ability to prepare complex written material including detailed narrative reports, statistical reports, correspondence, policy and procedure manuals, memoranda and grant

applications; 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 judgement, leadership; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a Regionally accredited or New York State registered college or university with a bachelor's degree; **AND**
- B. Current employment and seven (7) years of permanent competitive class status with the Ulster County Department of Social Services. Five (5) of the seven (7) years must have been in a responsible supervisory or administrative position, and two (2) of the seven (7) years must have been in a position in the income maintenance division of the agency.

ULSTER COUNTY
2665 DIR TMP AS
Classification: Competitive
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Adopted: December 29, 1981
Revised: September 22, 1983
Revised: December 21, 1984
Revised: April 27, 1995
Revised: February 15, 1996

(Title change from Director of Income Maintenance)

Original Spec has "Received February 27, 1996" stamped on both sheets. "Ulster" is handwritten on the sheet. The original spec also has a stamp at its' end that reads "Approved by New York State Department of Social Services", "Reviewer (in script) Gary Martinus", "Date (in script) 2/22/96", "County (in script) Ulster". On the back of each sheet of the original spec there is a stamp that dates February 27, 1996 and reads "Employee Services Section OHRM".