

FOOD STAMP COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for administering the Food Stamp Program of the Ulster County Department of Social Services. The work is performed under the general supervision of the Deputy Commissioner or the Commissioner of Social Services. The employee is allowed considerable leeway for the exercise of independent judgment in directing the functions of the unit. Supervision is exercised over unit employees. 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 range and immediate goals for the unit;

Designs program policies and procedures to be adhered to by the unit;

Schedules unit personnel to perform individual and/ or group assignments;

Coordinates training for the unit and the agency on issues relating to the Food Stamp Program;

Reviews staff performance and recommends personnel action based thereon;

Conducts staff meetings to explain new directives and to deal with staff concerns, problems and suggestions;

Interprets Federal and State laws, rules and regulations pertaining to unit activities and insures implementation of same;

Develops and maintains relationships with State and local personnel and with community contacts;

Evaluates program effectiveness and modification needs; reports to the Deputy Commissioner or the Commissioner on same.

FULL PERFORMANCE KNOWLEDGES SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of laws, rules, regulations and agency policies pertaining to the Food Stamp Program; good knowledge of the principles and practices of supervision; ability to prepare reports; ability to communicate and deal effectively with others; ability to plan, coordinate and supervise the work of others; ability to monitor program effectiveness; ability to read, interpret and apply complex written material such as laws, rules and regulations.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and six (6) years of full time paid experience in examining, investigating or evaluating claims for assistance relating to a public assistance or non-public assistance Food

Stamp Program, three (3) years of which must have been in a supervisory capacity.

ULSTER COUNTY
3220 FS COORD
Classification: Competitive
Grade: 14
Union: CSEA

Adopted: September 11, 1987
Revised: October 15, 1987
Revised: December 31, 1987