

HEAP COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, coordinating and managing the performance and activities of a group of employees in the operation of the agencies fuel and energy programs. Work is performed under the general supervision of the Director of Income Maintenance. In addition to interpreting and implementing statewide HEAP rules and regulations, this position requires some monitoring of fiscal aspects, staffing levels, and the Weatherization Program referrals. As the agency liaison, the HEAP Coordinator is responsible for the interface with Public Assistance, Non-Public Assistance and all of the HEAP and Weatherization subcontractors; acting as a consultant, arranging and providing training. 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 in the formulation of local policies and procedures which relate to the various aspects of fuel and energy programs administered by the local social services district;

Assists in interpreting Federal, State and local policies and programs as they relate to energy assistance;

Plans, supervises and manages the activities within the assigned area of responsibility and coordinates their interface with related program areas and agencies;

Establishes necessary controls for determining staff performance and makes necessary performance evaluation;

Plans and supervises initial and ongoing training of new and current employees and provides or arranges training for HEAP subcontractors;

Reviews recommendations made by lower level examiners and approves or disapproves same;

Approves referral of clients of Office for the Aging and Social Service Section for services;

Appears at administrative or judicial proceedings when required to interpret decisions or applications;

Maintains cooperative relationships with other units and sections of the agency, through administrative channels;

Maintains contact with community groups and other agencies in area of responsibility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of HEAP and federal, state and local social services laws and programs as they affect eligibility for financial assistance; thorough

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knowledge of the agency's overall programs, policies and procedures; good knowledge of other laws and programs which may affect eligibility; good knowledge of modern principles of

supervision; ability to communicate and deal effectively with others; ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance; ability to prepare reports; ability to monitor program and evaluate HEAP fiscal activities; physical condition commensurate with the demands of the position.

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 public assistance or non-public assistance energy programs, three (3) years of which must have been in a supervisory capacity.

ULSTER COUNTY

Adopted: December 31, 1987

3440 HEAP COORD

Classification: Competitive

Grade: 13

Union: CSEA