

## **RESOURCE UNIT ADMINISTRATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory and administrative position in the Resource Unit of the County's Department of Social Services. The incumbent plans, coordinates and oversees the appropriate recovery of client's resources and assets. Work is performed under the general direction of the Commissioner of Social Services or a designated agency Director, with wide leeway allowed in setting work priorities and conducting day-to-day unit activities. Supervision is exercised over all 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 may perform some or all of the following, as well as other related activities not described.

Plans, coordinates, reviews, trains and supervises the functions of the Resource Unit;

Establishes unit policies and procedures within general limits defined by the department;

Interprets and applies laws, rules and regulations as they pertain to the provisions of Social Services Financial Programs;

Has contact with attorneys, finance and loan companies, real estate agencies and the court system regarding client's assets, liens and/or the agency's resources;

Tracks overpayments on CAMS (Cash Management Sub-System) to recoup monies and trains agency Welfare Examiners in the proper procedures regarding overpayments in the system;

Provides information concerning clients resources and assets to other areas and divisions within the department;

Responsible for properly applying all incoming monies against assistance provided;

Prepares reports on unit activities;

Conducts staff meetings to explain plans, policies and procedures as well as hear staff concerns;

Reviews staff performance and conducts performance appraisals;

Interviews prospective unit employees and makes hiring recommendations to the Director and Commissioner;

Assists in preparing the unit's proposed annual budget.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of laws, rules, regulations and agency policies pertaining to the Resource Unit; thorough knowledge of asset evaluation techniques, including interviewing procedures and practices; good knowledge of Federal and State law, code and policies concerning the provision of Social Welfare Financial Programs; good knowledge of other laws, codes and programs relating to the provision of human services; ability to make sound decisions based on reviewing all the facts of complicated cases; ability to plan and supervise the work of others; ability to read, understand, interpret and apply complex written material such as law, rules, regulations and contracts; ability to prepare written reports; ability to communicate effectively both orally and in writing; good powers of observation and perception; ability to establish and maintain effective working relationships with other departmental managers and supervisors; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of an associates degree or higher level degree and four (4) years of full-time paid experience in examining, investigating or evaluating resource material as it pertains to Social Service benefits, two (2) years of which must have been in a supervisory capacity; **OR**
- B. 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 resource material as it pertains to Social Service benefits, two (2) year s of which must have been in a supervisory capacity.
- C. An equivalent combination of training and experience as described in (A) and (B) above.

ULSTER COUNTY  
5582 RU ADMIN  
Classification: Competitive  
Grade: 15  
Union: CSEA

Adopted: June 27, 2000