

RESOURCE UNIT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class manages the Resource Unit of the County's Department of Social Services. The work is performed under the general supervision of the Commissioner of Social Services or by a designated agency Director. The employee is allowed wide leeway for the exercise of independent judgment in work details. Supervision is exercised over all lower level 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.

Develops long term and immediate unit plans and goals;

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

Interprets laws, rules and regulations;

Disseminates resource information to other areas and divisions within the department;

Prepares reports on unit activities for review by the Director and Commissioner;

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

Reviews staff performance and recommends personnel action based thereon;

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

May be called upon to conduct public relations speeches to the general public or organizations;

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; ability to make sound decisions based on reviewing all the facts of complicated cases; ability to 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 deal effectively with other departmental managers and supervisors.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an associates degree and two (2) years of full-time paid experience in examining, investigating or evaluating resource material as it pertains to Social Service benefits, one year of which must have been in a supervisory capacity; **OR**

- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience in examining, investigating or evaluating resource material as it pertains to Social Service benefits, one year of which must have been in a supervisory capacity.

ULSTER COUNTY

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Classification: Competitive

Grade: 13

Union: CSEA

Adopted: December 31, 1987